Cruising Yacht Club of Australia
Rolex Sydney Hobart Yacht Race
Sydney Mooloolaba Yacht Race
Sydney Gold Coast Yacht Race

Site User Guide // Content

v2.4

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User Guide

Welcome to the User Guide

The Massive Content Management System (CMS) enables Administrators, Site Managers and Content Managers to control the content of the club and racing sites owned by CYCA.

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Conventions used in this Manual

This manual covers a range of controls, technical and non-technical elements, site content and management processes. Given this some conventions are used to better present the content in this User Guide.

Buttons

Buttons and links that are to be clicked are in "**Bold"**. For example, click the button labelled "**Click Me**"

Links are underlined, for example in "click this link".

Text and Code

HTML code is shown in **`Courier`**. Where possible, code is shown inline in paragraphs. Sections of code are presented in boxes.

```
<p>
This is a paragraph of text.
</p>
```

Similarly, text that appears onscreen may also be shown boxed in **Arial**.

> This is a paragraph of text.
>
> This is the second paragraph of text.

The following font conventions are used in this functional specification:

Italic
Used for pathnames, filenames, program names and control element values.

Serif
Used for displayed HTML content.

`Constant width`
Used for object, element and attribute names, parameters, statements, explicit code, quoted data values and command lines.

`Constant width italic`
Used for replaceable terms such as named variables.

Bold
Used for emphasis or control labels.

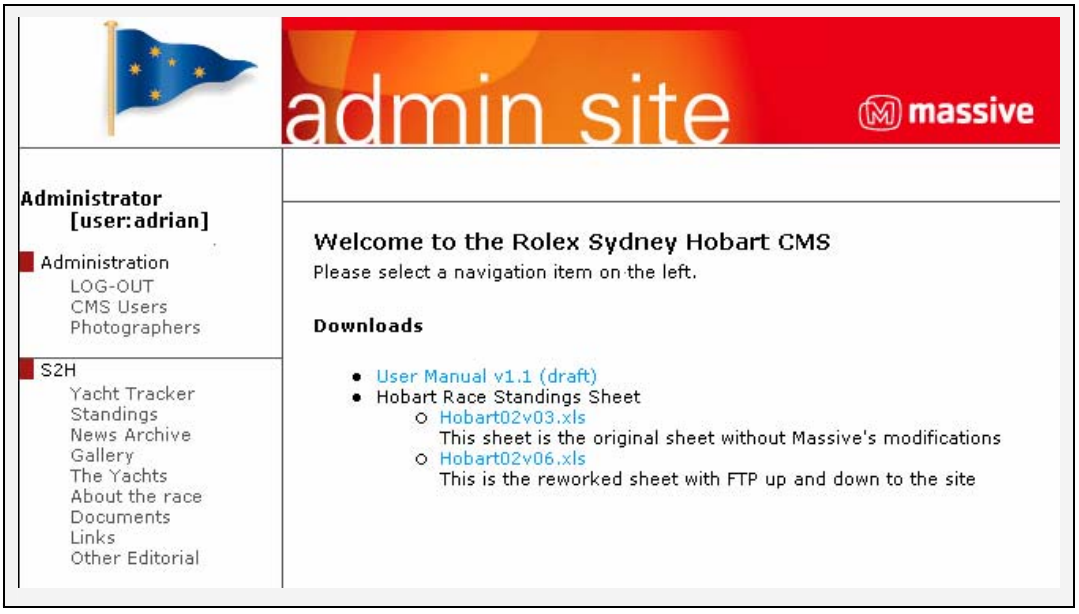
`(+), (-)`
These are sort order attributes. + = ascending, - = descending.

1 Logging in

The Content Management System for the Cruising Yacht Club sites is secured with a username and password.

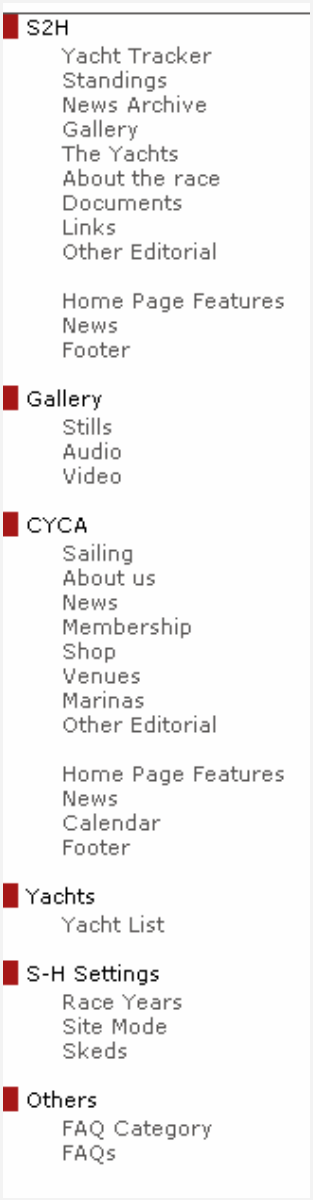
The CMS is at http://admin.cyca.com.au

After you have logged in the screen should now look like this.



1.1 CMS Navigation

The CMS manages many parts of the CYCA and the RSHYR sites. These are accessible through the CMS navigation on the left-hand side of the every CMS screen.

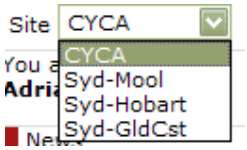
	RSHYR general editorial sections. Ex-race home page features, News and Footer for the RSHYR site. Stills gallery for the CYCA and RSHYR site. Audio and video gallery for the RSHYR site. CYCA general editorial sections. Home page features, News, Calendar and Footer for the CYCA site. Yacht listing and Race Entrant controls RSHYR race year, site mode and Sked broadcast controls. FAQs for CYCA and RSHYR

Access to the various sections of the admin is determined by the kind of access granted to the user.

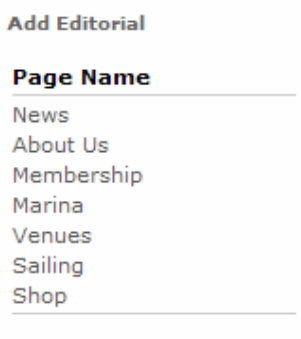
2 Editorial Pages

2.1 Creating Editorial Pages

1. Create and edit your content in Microsoft Word or a plain text editor.
2. Log in to the CMS
    - See *Section 1* for how to login to the CMS.
3. Select the site you wish to edit from the site pull down.



    - The system will remember the last site you edited.
    - Always check this pull-down to ensure that you are editing the correct site before creating or updating pages.
4. Click Editorial Pages
5. Click the section you wish to edit.



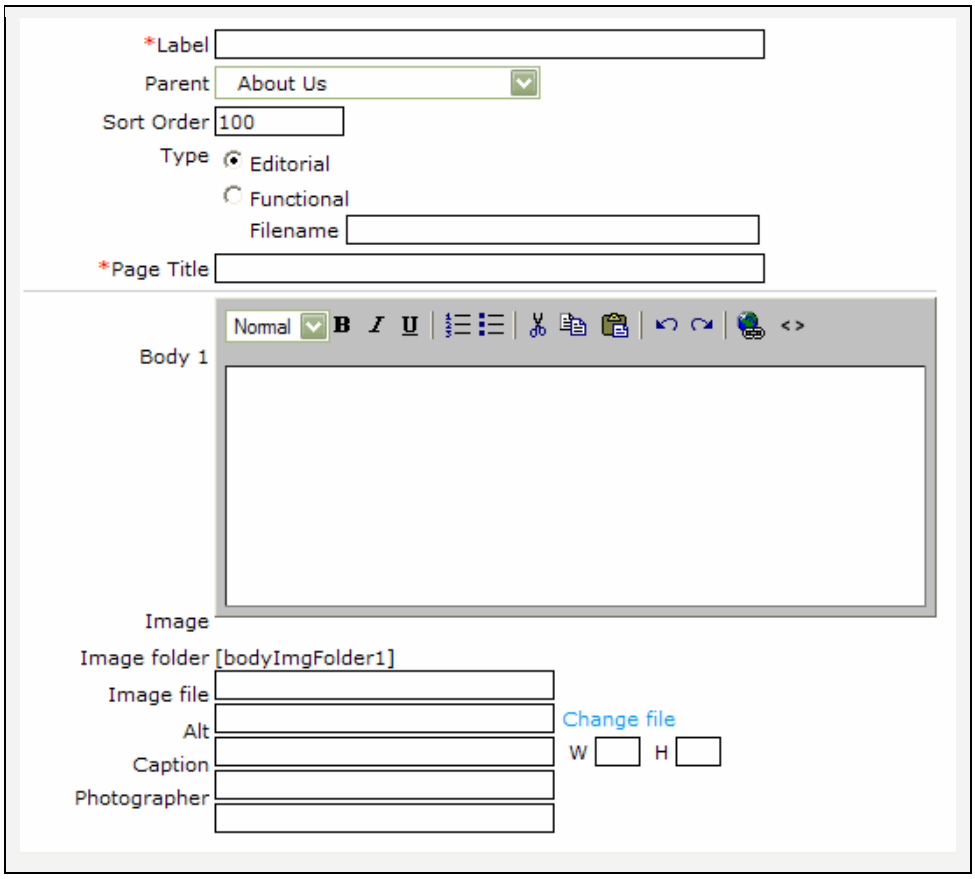
6. After clicking on a section the pages within that section are shown grouped and sorted

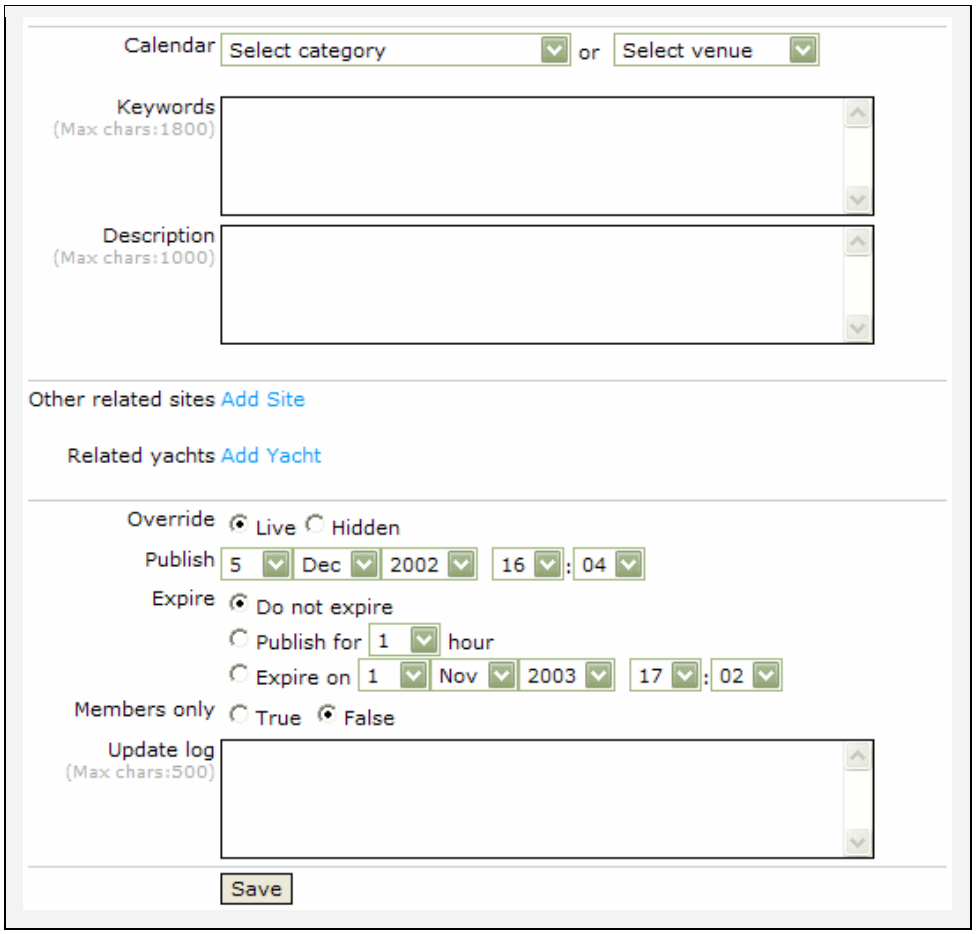
Admin > Editorial Pages > About Us
Filter
Show all | Show Current
Page Status Publish Expire Sort Actions
About Us Live 5-Dec-2002 16:04 80 Preview | Edit | AddChild
childtest Live 20-May-2003 13:12 200 Preview | Edit | Delete | AddChild
FAQs Live 3-Feb-2003 14:08 100 Preview | Edit | Delete | AddChild
Work for the CYCA Expired 14-Apr-2003 10:36 3-Sep-2003 14:49 100 Preview | Edit | AddChild
Dock master Live 14-Apr-2003 10:39 100 Preview | Edit | Delete
Volunteers Live 6-Dec-2002 16:14 50 Preview | Edit | AddChild
How you can help Live 6-Dec-2002 16:29 50 Preview | Edit | Delete
Officers Live 6-Dec-2002 16:15 50 Preview | Edit | Delete | AddChild
Club History Live 6-Dec-2002 16:29 50 Preview | Edit | Delete | AddChild
Businesses & Tenants Live 10-Dec-2002 10:50 50 Preview | Edit | Delete | AddChild

Element	Description
Page	Page label
Status	Live – the page is published in the site. Hidden – the page is hidden and not available in the site. Queued – the page is to be published in the future.

	Expired – the page is no longer available in the site.
Publish	Date and time that the page is available in the site.
Expire	Date and time that the page is no longer available in the site.
Controls and Actions	**Show current –** shows pages currently available in the site or queued to be published in the future. **Show All –** shows all pages regardless of publishing status. **Preview** – preview the page. **Edit** – access the update screen to make changes to this page. **Delete** – delete this page. • Only available for third level pages. **Add child** – add a child page to this page. • Only available for top or second level pages. • To add primary and secondary level pages you will need to have Massive create navigation artwork **before** proceeding.

7. Click **Add C**hild on the parent page to create your new page.
8. This will open the Edit Content screen:





9. Make the following content entries

Element	Description
Label	Label is used as the link to the page in the navigation. • This should be a two or three words.
Parent	The parent of this page. • Do not change this setting unless you want to move the page to another section.
Sort order	Sort order for the page within its section. • Sort order is by sort order (ascending), then label (ascending). • Defaults to 100. Use increments of 10 for other sort orders.
Type	This is used to manage the type of content the page displays. • This should be left as its default “Editorial”. • “Functional” is used by Massive Interactive to add in new sections with complex functionality. Do not use this option.
Page title	The main heading for the page shown at the top of the content area. This can be the same as the Label, or a longer version of the Label.

Element	Description
Body *n*	Body 1, 2 and 3 consists of editorial content and an image. • See *Section 3 Editor Box Reference* for information on how to use the Editor Box. • See *Section 4 Gallery Reference* for information on how to add images to the editorial section. • Use headings to break up and group content. • Bold the first paragraph. • Bold the names of people and yachts.
Image file	File name for the editorial image. • For information on selecting images please see *Section 4 Gallery Reference*
W	Width of the image. • Set automatically.
H	Height of the image. • Set automatically.
Alt	Alt tag for the editorial image. This is the text that appears while a user is mousing over the image. • Set automatically. • Should be updated to suit the context.
Caption	The text that his shown underneath the image. • Set automatically. • Should be updated to suit the context.
Photographer	The name of the photographer. • Set automatically.
Body 2	As for Body 1, with controls to show a smaller second image.
Body 3	As for Body 1, with controls to show a smaller third image.
Calendar	Selects a calendar category to show events between Body 2 and Body 3. • See *Section 2.3 Calendar Entries* for more information.
Venue	Selects a calendar venue to show events between Body 2 and Body 3. • See Section *2.3 Calendar Entries* for more information.
Keywords	Internet keywords assist users to find this page on search engines like Altavista. • It is highly recommended that keywords related to the content on this page be set in this element.
Description	Internet description assists users to find this page on search engines like Google and Altavista. • It is highly recommended that description related to the content on this page be set in this element. • Use the first paragraph of editorial content, or create a new description.

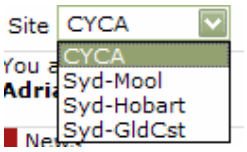
Element	Description
Related Sites	Clicking **Related Sites** adds a linked record for displaying a related link at the bottom of the content area.
Related Yachts	Clicking **Related Yachts** adds a linked record for entering a related yacht. • On the CYCA site current member yachts are listed. • On the race site race entrant yachts for the current race year are listed.
Override	Controls whether the page is published in the site regardless of its publish and expire dates.
Publish	The calendar date time that the page is available in the site. • For complicated pages it is recommended the publish date be set to a date in the future until the page has been completed.
Expires	The calendar date time that the page is no longer available in the site. • Expiry date may be set to a duration, an explicit date time, or to not expire.
Members only	In the CYCA site only this controls whether the user needs to be a logged in member to access the page. • If this is set to True the user will be redirected to the login page if they are not logged in.
Update log	An area for making notes on changes to the page.

10. Click **save**.
    - The page is not stored until you click **save**.
11. Preview the page to confirm that it is correctly formatted.

2.2 News stories

2.2.1 Creating and Editing News Stories

1. Create and edit your content in Microsoft Word or a plain text editor.
2. Log in to the CMS
3. See *Section 1* for how to login to the CMS.
4. Select the site you wish to edit from the site pull down.



   - The system will remember the last site you edited.
   - Always check this pull-down to ensure that you are editing the correct site before creating or updating pages.

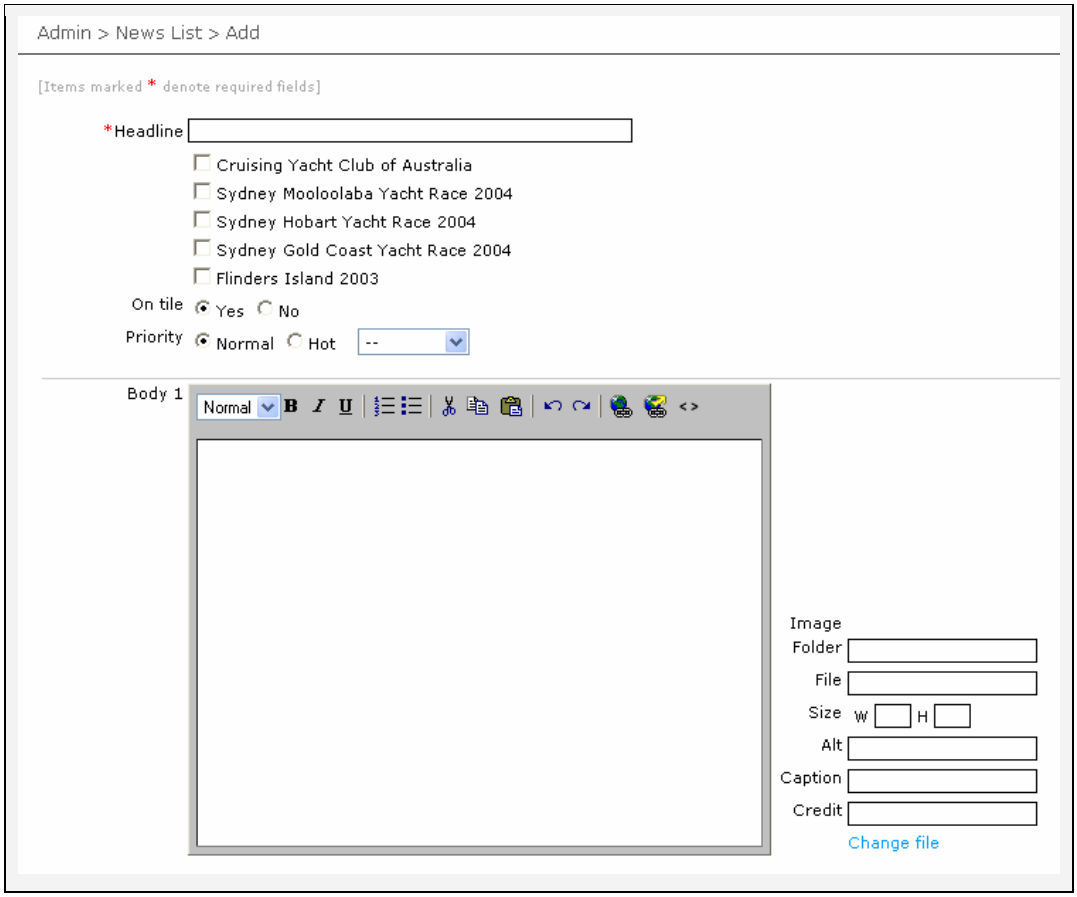
5. Click **News Articles**
6. All News Articles are shown grouped and sorted

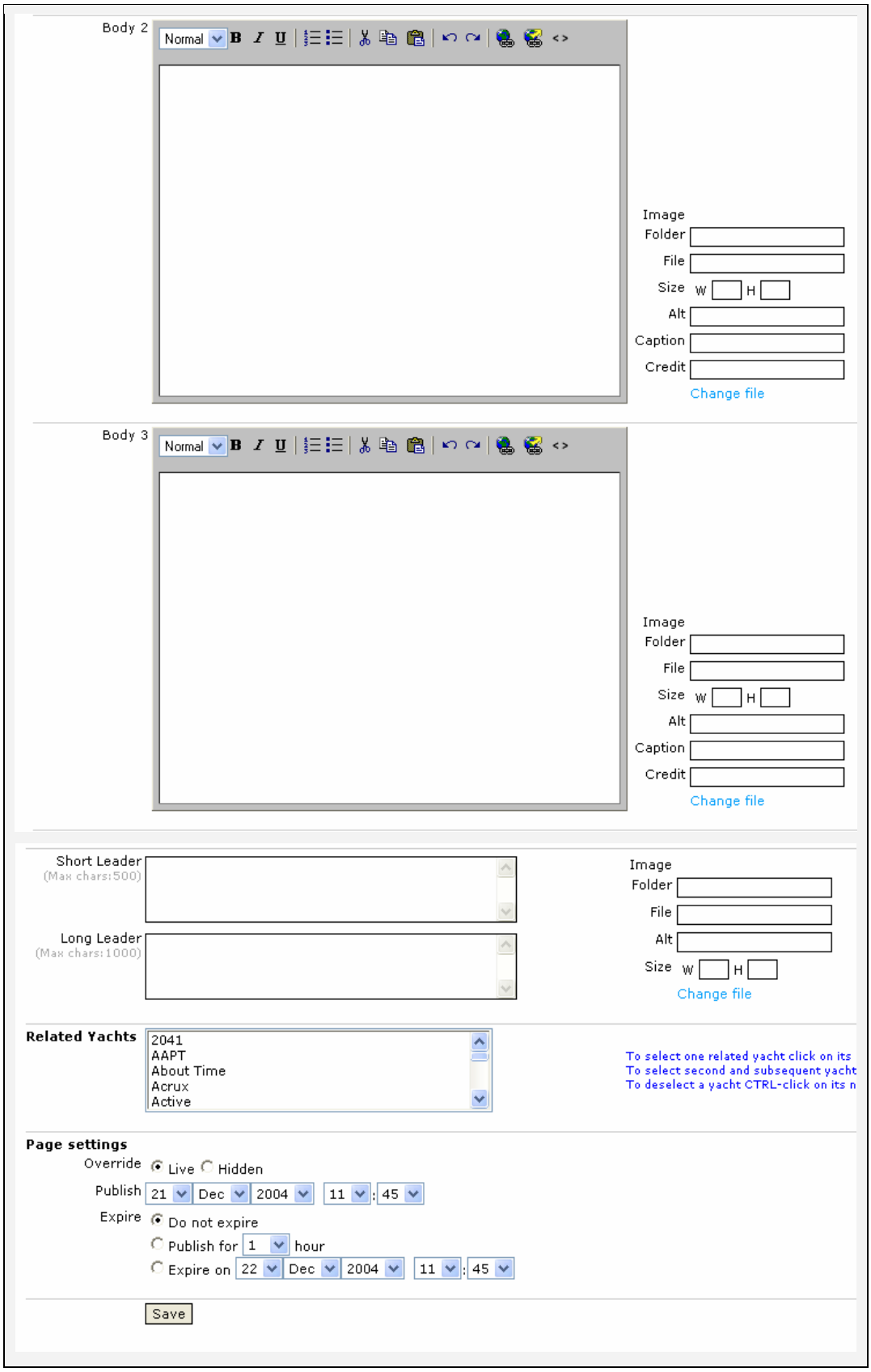
Page	Status	Publish	Expire Sort	Actions
Harbourside Spectators in for a Nostalgic Treat	Live	20-Dec-2004 12:12	100	Edit | Delete | Previe
Overall results confirmed for Rolex Trophy	Live	19-Dec-2004 18:44	100	Edit | Delete | Previe
Targé provisional winner of Rolex Trophy - by one point	Live	19-Dec-2004 18:00	100	Edit | Delete | Previe
Leading boats in Rolex Trophy start line collisions	Live	18-Dec-2004 19:03	100	Edit | Delete | Previe
Wild Oats Consolidates Lead on Day Two of Rolex Trophy	Live	17-Dec-2004 18:15	100	Edit | Delete | Previe
Rolex Sydney Hobart Historical Display Open	Live	16-Dec-2004 13:45	100	Edit | Delete | Previe
Six teams named for Rolex Challenge	Live	14-Dec-2004 19:59	100	Edit | Delete | Previe
Sydney 38 battle to Hobart still wide open	Live	13-Dec-2004 18:50	100	Edit | Delete | Previe
Perini wins Rolex Trophy Farr 40 class on drama-filled final day	Live	13-Dec-2004 18:12	100	Edit | Delete | Previe
Two crew injured in offshore racing for Rolex Trophy	Live	13-Dec-2004 18:07	100	Edit | Delete | Previe
Dinghy sailors outgun champions in Rolex Trophy	Live	13-Dec-2004 10:07	100	Edit | Delete | Previe
Two weeks to Rolex Sydney Hobart start for today's Sydney 38 winners	Live	12-Dec-2004 17:42	100	Edit | Delete | Previe
Sydney 38s penalised for rules infringements on day one	Live	12-Dec-2004 11:43	100	Edit | Delete | Previe
Shifting light winds upset first day of Rolex Trophy	Live	11-Dec-2004 17:52	100	Edit | Delete | Previe
A Sydney 38 dilemma – when out in front, know the course!	Live	11-Dec-2004 17:12	100	Edit | Delete | Previe
One Design racers kick off Rolex Trophy this weekend	Live	10-Dec-2004 21:53	100	Edit | Delete | Previe
Kiwis outgun Aussies in Canon Big Boat Challenge	Live	10-Dec-2004 17:45	100	Edit | Delete | Previe
Star studded line up for the Canon Big Boat Challenge	Live	9-Dec-2004 20:21	100	Edit | Delete | Previe
Russell Coutts Racing in the Rolex Trophy Farr 40 fleet	Live	6-Dec-2004 17:53	100	Edit | Delete | Previe
Maxis fire up for Canon Big Boat Challenge	Live	6-Dec-2004 12:26	100	Edit | Delete | Previe
CYCA boats winners in Savills SORC	Live	29-Nov-2004 17:14	100	Edit | Delete | Previe
CYCA team back-to-back winners in the Bavaria International Youth Match Racing Championship	Live	22-Nov-2004 14:29	100	Edit | Delete | Previe
Ragamuffin wins Flinders Islet offshore race	Live	20-Nov-2004 18:16	100	Edit | Delete | Previe
Wild Joe in Flinders Islet Race fleet tonight	Live	19-Nov-2004 16:40	100	Edit | Delete | Previe

Element	Description
Page	Page label
Status	Live – the page is published in the site. Hidden – the page is hidden and not available in the site. Queued – the page is to be published in the future. Expired – the page is no longer available in the site.
Publish	Date and time that the page is available in the site.

Sort	Sort order for the page within this section (defaults to 100)
Expire	Date and time that the page is no longer available in the site.
Controls and Actions	**Add News** – add a new page to this section **Show current –** shows pages currently available in the site or queued to be published in the future. **Show All –** shows all pages regardless of publishing status. **Preview** – preview the page. **Edit** – access the update screen to make changes to this page. **Delete** – delete this page. • Only available for third level pages.

7. Click **Add News** to create a new page in this section
8. This will open the Edit Content screen:




Body 2
Normal
Image
Folder
File
Size W H
Alt
Caption
Credit
Change file
Body 3
Normal
Image
Folder
File
Size W H
Alt
Caption
Credit
Change file
Short Leader
(Max chars:500)
Long Leader
(Max chars:1000)
Image
Folder
File
Alt
Size W H
Change file
Related Yachts
2041
AAPT
About Time
Acrux
Active
To select one related yacht click on its
To select second and subsequent yacht
To deselect a yacht CTRL-click on its n
Page settings
Override Live Hidden
Publish 21 Dec 2004 11 : 45
Expire Do not expire
Publish for 1 hour
Expire on 22 Dec 2004 11 : 45
Save

12. Make the following content entries

Element	Description
Headline	Headline is used as the link to the page in the navigation on the Home Page and News section • This should be a phrase or short sentence
Choose site	Choose which sites the news story will appear on • Do not change this setting unless you want to move the page to another site.
On tile	Shown on the homepage news tile.
Priority	This controls the priority of a story and how long it has a hot priority. Use this when you have a story that you want to stay at the top of the news listings for a period of time. Note – use hot sparingly – its effectiveness is dependent on it being used with one or two stories at a time.
Body *n*	Body 1, 2 and 3 consists of editorial content and an image. • See *Section 3 Editor Box Reference* for information on how to use the Editor Box. • See *Section 4 Gallery Reference* for information on how to add images to the editorial section. • Use headings to break up and group content. • Bold the first paragraph. • Bold the names of people and yachts.
Image folder	Folder name for the editorial image
Image file	File name for the editorial image. • For information on selecting images please see *Section 4 Gallery Reference*
W	Width of the image. • Set automatically.
H	Height of the image. • Set automatically.
Alt	Alt tag for the editorial image. This is the text that appears while a user is mousing over the image. • Set automatically. • Should be updated to suit the context.
Caption	The text that is shown underneath the image. • Set automatically. • Should be updated to suit the context.
Credit	The name of the photographer.

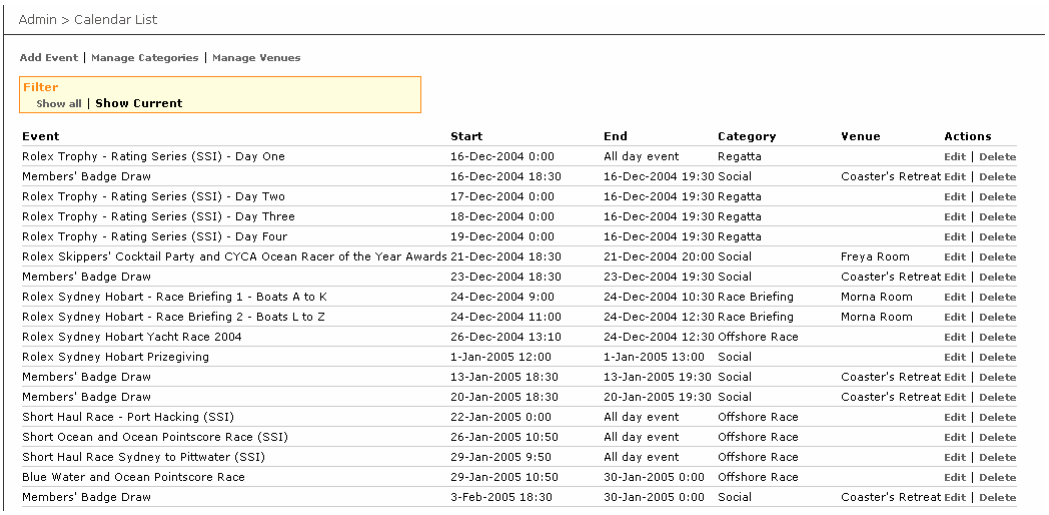
Element	Description
	• Set automatically.
Change File	Update editorial image
Body 2	As for Body 1, with controls to show a smaller second image.
Body 3	As for Body 1, with controls to show a smaller third image.
Calendar	Selects a calendar category to show events between Body 2 and Body 3. • See *Section 2.3 Calendar Entries* for more information.
Short Leader	Up to 500 chars of text which will appear on the news tile
Long Leader	Up to 1000 chars of text which will appear in News Section
Related Yachts	Clicking **Related Yachts** adds a linked record for entering a related yacht. • On the CYCA site current member yachts are listed. • On the race site race entrant yachts for the current race year are listed.
Override	Controls whether the page is published in the site regardless of its publish and expire dates.
Publish	The calendar date time that the page is available in the site. • For complicated pages it is recommended the publish date be set to a date in the future until the page has been completed.
Expires	The calendar date time that the page is no longer available in the site. • Expiry date may be set to a duration, an explicit date time, or to not expire.
Save	Save changes to page

13. Click save.
    - The page is not stored until you click save.
14. Preview the page to confirm that it is correctly formatted.
15. To edit an existing page, choose the Edit control and make changes as above to the Editor Box

2.3 Calendar

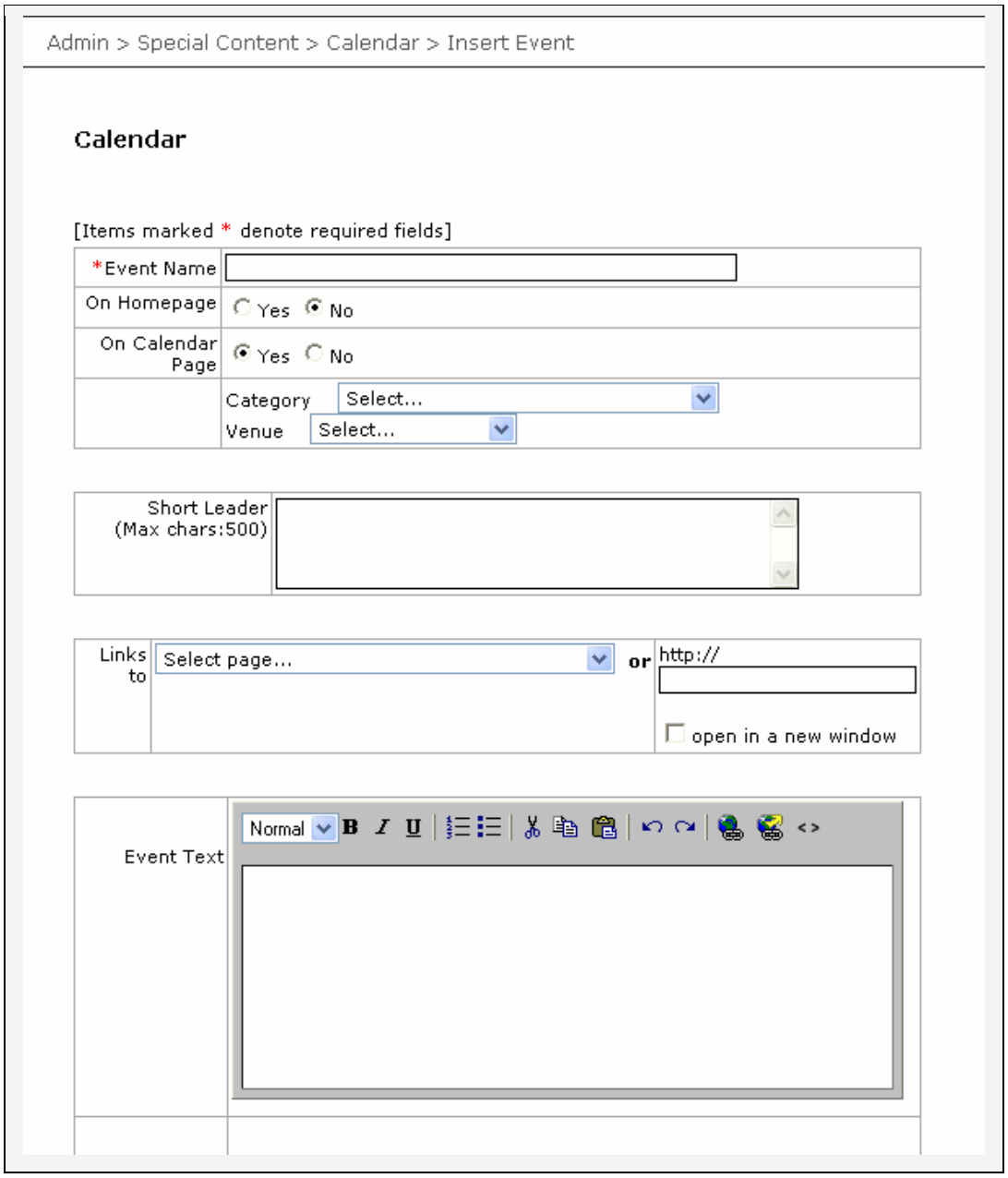
2.3.1 Creating and editing events on the Calendar

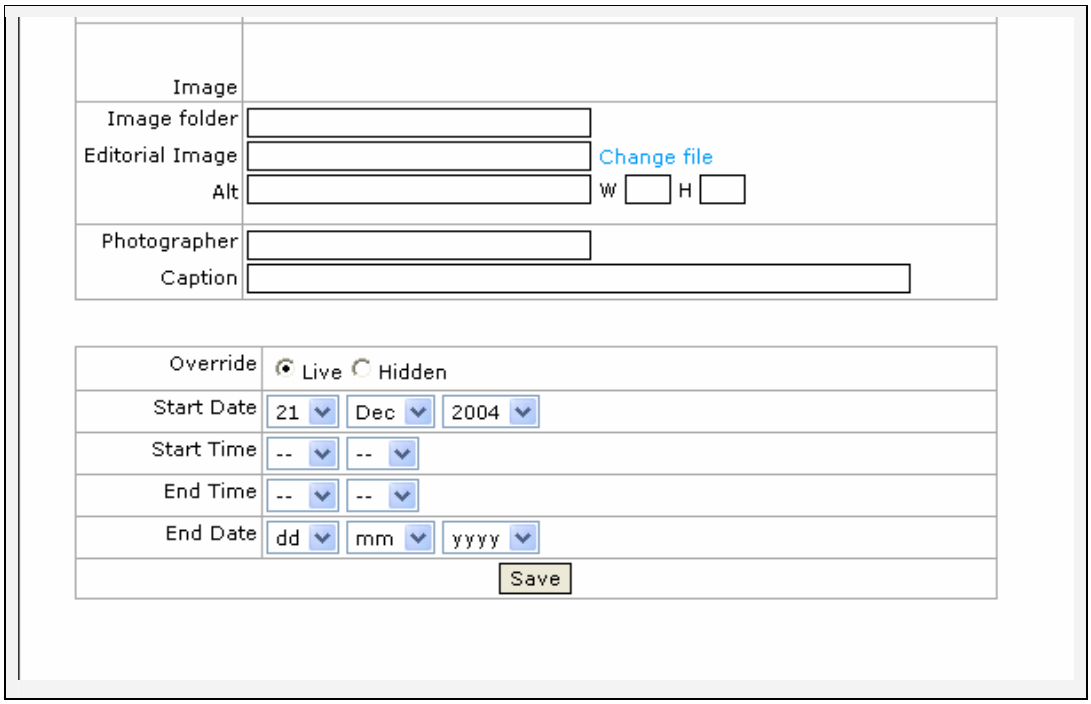
1. Log in to the CMS
    - See *Section 1* for how to login to the CMS.
2. Select CYCA from the site pull down. The calendar is available in the CYCA site only
3. After clicking on Calendar all the events are shown grouped and sorted.


Admin > Calendar List
Add Event | Manage Categories | Manage Venues
Filter
Show all | Show Current
Event Start End Category Venue Actions
Rolex Trophy - Rating Series (SSI) - Day One 16-Dec-2004 0:00 All day event Regatta Edit | Delete
Members' Badge Draw 16-Dec-2004 18:30 16-Dec-2004 19:30 Social Coaster's Retreat Edit | Delete
Rolex Trophy - Rating Series (SSI) - Day Two 17-Dec-2004 0:00 16-Dec-2004 19:30 Regatta Edit | Delete
Rolex Trophy - Rating Series (SSI) - Day Three 18-Dec-2004 0:00 16-Dec-2004 19:30 Regatta Edit | Delete
Rolex Trophy - Rating Series (SSI) - Day Four 19-Dec-2004 0:00 16-Dec-2004 19:30 Regatta Edit | Delete
Rolex Skippers' Cocktail Party and CYCA Ocean Racer of the Year Awards 21-Dec-2004 18:30 21-Dec-2004 20:00 Social Freya Room Edit | Delete
Members' Badge Draw 23-Dec-2004 18:30 23-Dec-2004 19:30 Social Coaster's Retreat Edit | Delete
Rolex Sydney Hobart - Race Briefing 1 - Boats A to K 24-Dec-2004 9:00 24-Dec-2004 10:30 Race Briefing Morna Room Edit | Delete
Rolex Sydney Hobart - Race Briefing 2 - Boats L to Z 24-Dec-2004 11:00 24-Dec-2004 12:30 Race Briefing Morna Room Edit | Delete
Rolex Sydney Hobart Yacht Race 2004 26-Dec-2004 13:10 24-Dec-2004 12:30 Offshore Race Edit | Delete
Rolex Sydney Hobart Prizegiving 1-Jan-2005 12:00 1-Jan-2005 13:00 Social Edit | Delete
Members' Badge Draw 13-Jan-2005 18:30 13-Jan-2005 19:30 Social Coaster's Retreat Edit | Delete
Members' Badge Draw 20-Jan-2005 18:30 20-Jan-2005 19:30 Social Coaster's Retreat Edit | Delete
Short Haul Race - Port Hacking (SSI) 22-Jan-2005 0:00 All day event Offshore Race Edit | Delete
Short Ocean and Ocean Pointscore Race (SSI) 26-Jan-2005 10:50 All day event Offshore Race Edit | Delete
Short Haul Race Sydney to Pittwater (SSI) 29-Jan-2005 9:50 All day event Offshore Race Edit | Delete
Blue Water and Ocean Pointscore Race 29-Jan-2005 10:50 30-Jan-2005 0:00 Offshore Race Edit | Delete
Members' Badge Draw 3-Feb-2005 18:30 30-Jan-2005 0:00 Social Coaster's Retreat Edit | Delete

Element	Description
Event	Name of the Event
Start / End	Date of Event and start and end times
Category	Select Category for the Event
Venue	Select Venue for the Event
Controls and Actions	**Add Event** – add a new event to this section **Manage Categories** – view list of categories and add or edit categories **Manage Venues** – view list of venues and add or edit categories **Show current –** shows events currently available in the site or queued to be published in the future. **Show All –** shows all events regardless of publishing status. **Edit** – access the update screen to make changes to this event. **Delete** – delete this event.

16. Click Add Event to create a new event in this section
17. This will open the Insert Event Screen


Admin > Special Content > Calendar > Insert Event
Calendar
[Items marked * denote required fields]
*Event Name
On Homepage
Yes
No
On Calendar Page
Yes
No
Category
Select...
Venue
Select...
Short Leader (Max chars:500)
Links to
Select page...
or
http://
open in a new window
Event Text
Normal



18. Make the following content entries

Element	Description
Event Name	Event name is used as the title and the link in the navigation
On Homepage	Select whether this event will appear on Home Page
On Calendar Page	Select whether this event will appear on the Calendar Page
Category	Select from pull down the category the event belongs to
Venue	Select from pull down the venue the event will be held in
Short Leader	Up to 500 chars of text to describe the Event (optional)
Links to	Creates links from the Event name • Either to another page in the site, for example a news page, or • To another site - useful if the event is being held by another organisation • Select open in a new window to keep CYCA site active when link is to another organisation's website
Event Text	Event Text consists of editorial content • See *Section 3 Editor Box Reference* for information on how to use the Editor Box. • See *Section 4 Gallery Reference* for information on how to add images to the editorial section. • Use headings to break up and group content. • Bold the first paragraph.

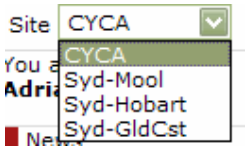
Element	Description
	• Bold the names of people and yachts.
Image folder	Folder name for the editorial image
Image file	File name for the editorial image. • For information on selecting images please see *Section 4 Gallery Reference*
W	Width of the image. • Set automatically.
H	Height of the image. • Set automatically.
Alt	Alt tag for the editorial image. This is the text that appears while a user is mousing over the image. • Set automatically. • Should be updated to suit the context.
Caption	The text that is shown underneath the image. • Set automatically. • Should be updated to suit the context.
Photographer	The name of the photographer. • Set automatically.
Change File	Update editorial image
Override	Controls whether the page is published in the site regardless of its publish and expire dates.
Start / End Date / Time	• The calendar date and time that the event will start and end
Save	Save changes to page

19. Click **save**.
    - The page is not stored until you click **save**.
20. Check that the Event is correctly formatted by going to <http://www.cyca.com.au/calendar.asp?key=796>
21. To edit an existing Event, choose the Edit control and make changes as above to the Editor Box

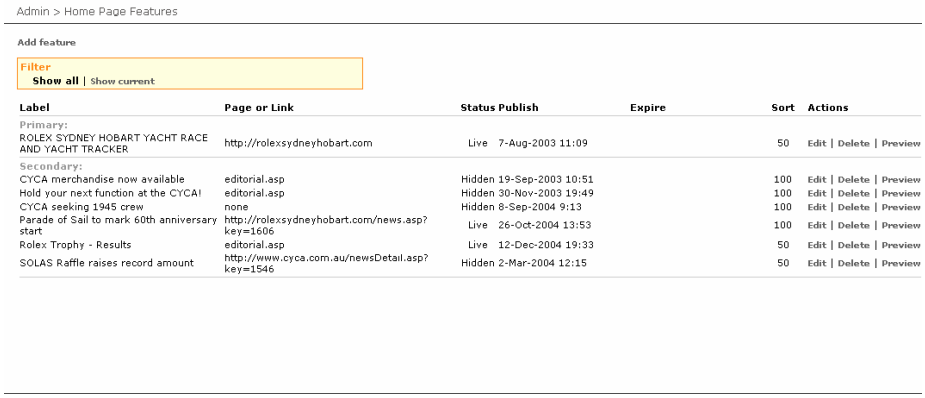
2.4 Homepage Features

Homepage features are short leaders shown on the club site and the race sites in ex-race mode.

1. Create and edit your content in Microsoft Word or a plain text editor.
2. Log in to the CMS
   - See Section 1 for how to login to the CMS.
3. Select the site you wish to edit from the site pull down.



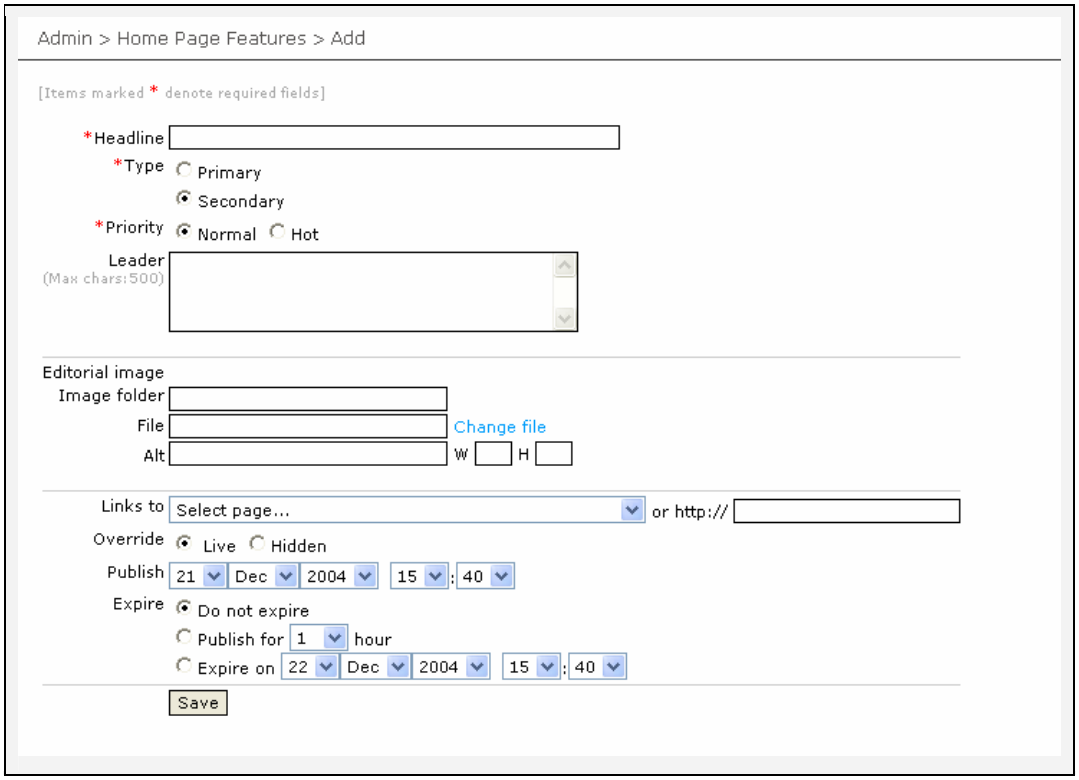
   - The system will remember the last site you edited.
   - Always check this pull-down to ensure that you are editing the correct site before creating or updating pages.
5. Click **Homepage Features**
6. The Homepage Features are shown grouped and sorted



Element	Description
Label	Page label
Page or Link	Page within site, or link out of site from the Page label
Status	Live – the page is published in the site. Hidden – the page is hidden and not available in the site. Queued – the page is to be published in the future. Expired – the page is no longer available in the site.
Publish	Date and time that the page is available in the site.
Expire	Date and time that the page is no longer available in the site.
Sort	Sort order for the page within its section.

Controls and Actions	**Show current –** shows pages currently available in the site or queued to be published in the future. **Show All –** shows all pages regardless of publishing status. **Preview** – preview the page. **Edit** – access the update screen to make changes to this page. **Delete** – delete this page. • Only available for third level pages. **Add Feature** – add a new feature.

22. Click Add Feature to create a new feature in this section
23. This will open the Add Feature page



24. Make the following content entries

Element	Description
Headline	Headline is used as the title and the link in the navigation • This should be a phrase or short sentence
Type	Select whether this Feature will be Primary or Secondary on the Homepage

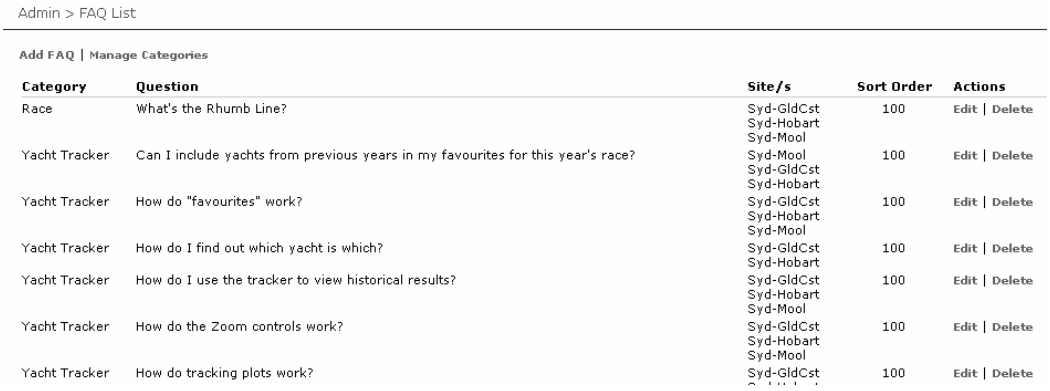
Element	Description
Priority	Give the page a priority
Leader	Up to 500 chars of text
Image folder	Folder name for the editorial image
Image file	File name for the editorial image. • For information on selecting images please see *Section 4 Gallery Reference*
W	Width of the image. • Set automatically.
H	Height of the image. • Set automatically.
Alt	Alt tag for the editorial image. This is the text that appears while a user is mousing over the image. • Set automatically. • Should be updated to suit the context.
Change File	Update editorial image
Links to	Creates links from the Homepage Features • Either to another page in the site, for example a news page, or • To another site - useful if the event is being held by another organisation
Override	Controls whether the page is published in the site regardless of its publish and expire dates.
Publish	The calendar date time that the page is available in the site. • For complicated pages it is recommended the publish date be set to a date in the future until the page has been completed.
Expires	The calendar date time that the page is no longer available in the site. Expiry date may be set to a duration, an explicit date time, or to not expire.
Save	Save changes to page

25. Click **save**.
    - The page is not stored until you click **save**.
26. Preview the page to check it is correctly formatted.
27. To edit an existing Homepage Feature, choose the Edit control and make changes as above to the Editor Box.

2.5 FAQs

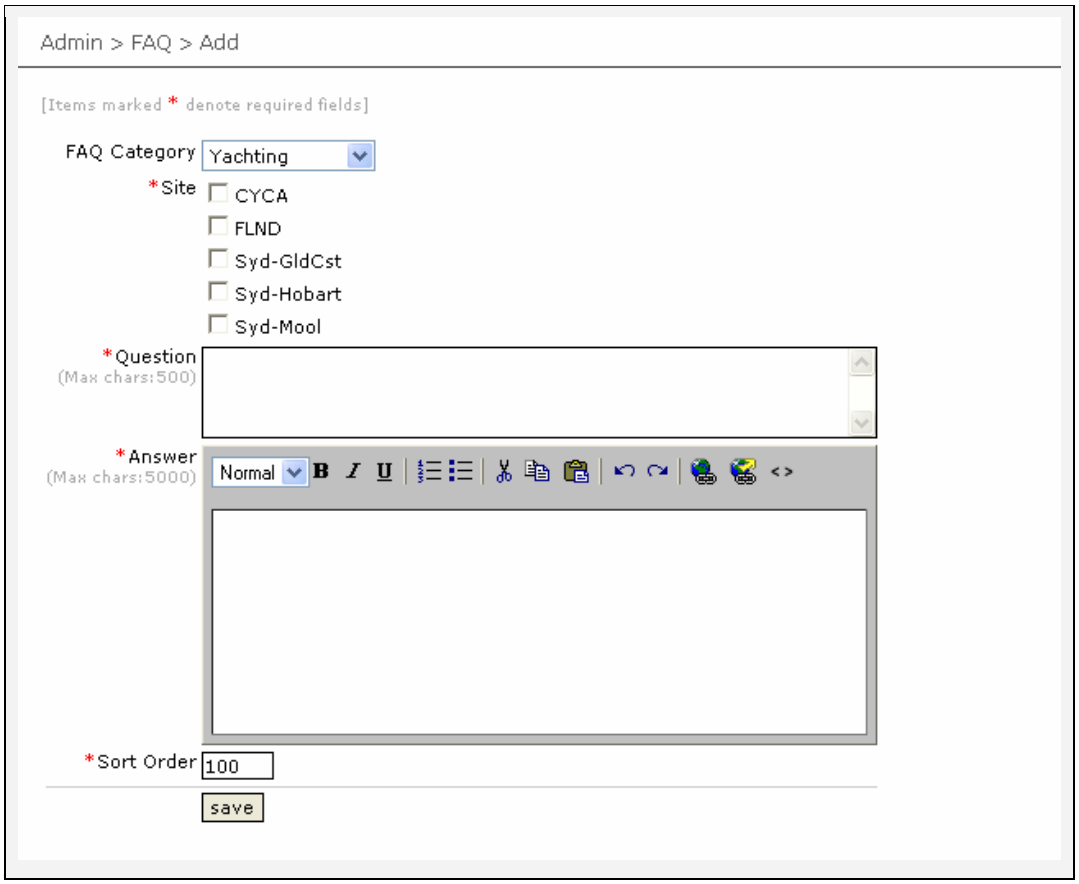
Frequently asked questions provide information about common problems and questions visitors to the site may have.

1. Create and edit your content in Microsoft Word or a plain text editor.
2. Log in to the CMS
    - See Section 1 for how to login to the CMS.
3. Click **FAQs**
4. The FAQs are shown grouped and sorted



Element	Description
Category	Category of FAQ
Question	Question of about 10 words – provides link to information/answer
Site/s	Sites that the question and answer appear on
Sort Order	Sort order for the page within its section.
Controls and Actions	**Edit** – access the update screen to make changes to this page. **Delete** – delete this page. • Only available for third level pages. **Add FAQ** – add a new FAQ. **Manage Categories** – add or edit FAQ categories

5. Click Add FAQ to add a new FAQ to the list



6. Make the following content entries

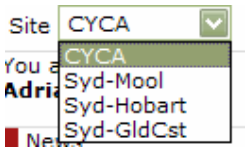
Element	Description
FAQ Category	Choose which category the FAQ belongs to from the pull down FAQ Category Yachting Yachting Race Yacht Tracker Standings Technical
Site	Select which site/s the FAQ will appear on
Question	The question – a max of 500 chars. This will provide the link to the answer
Answer	The Answer Text – a max of 5000 chars - consists of editorial content • See *Section 3 Editor Box Reference* for information on how to use the Editor Box. • See *Section 4 Gallery Reference* for information on how to add images to the editorial section. • Use headings to break up and group content. • Bold the first paragraph.

Element	Description
	Bold the names of people and yachts.
Sort	Sort order for the question within its category.
Save	Save changes to page

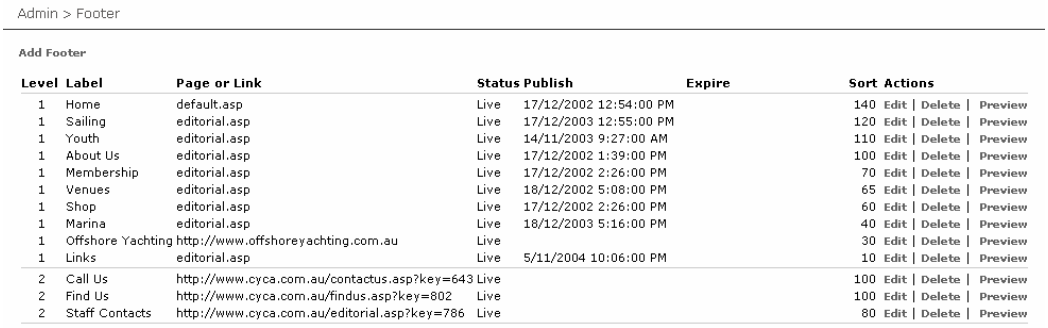
7. Click **save**.
    - The page is not stored until you click **save**.
8. To edit an existing FAQ, choose the Edit control and make changes as above to the Editor Box

2.6 Footer

1. Log in to the CMS
    - See Section 1 for how to login to the CMS.
2. Select the site you wish to edit from the site pull down.



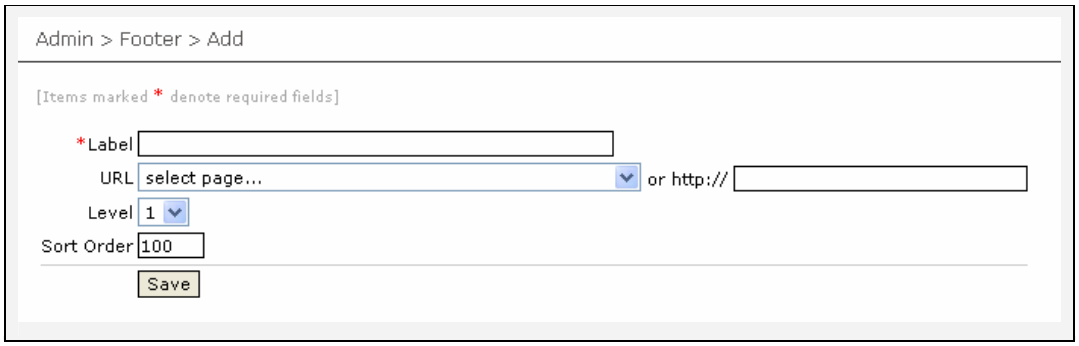
    - The system will remember the last site you edited.
    - Always check this pull-down to ensure that you are editing the correct site before creating or updating pages.
3. Click Footer
4. The Footers are shown grouped and sorted


Admin > Footer
Add Footer
Level Label Page or Link Status Publish Expire Sort Actions
1 Home default.asp Live 17/12/2002 12:54:00 PM 140 Edit | Delete | Preview
1 Sailing editorial.asp Live 17/12/2003 12:55:00 PM 120 Edit | Delete | Preview
1 Youth editorial.asp Live 14/11/2003 9:27:00 AM 110 Edit | Delete | Preview
1 About Us editorial.asp Live 17/12/2002 1:39:00 PM 100 Edit | Delete | Preview
1 Membership editorial.asp Live 17/12/2002 2:26:00 PM 70 Edit | Delete | Preview
1 Venues editorial.asp Live 18/12/2002 5:08:00 PM 65 Edit | Delete | Preview
1 Shop editorial.asp Live 17/12/2002 2:26:00 PM 60 Edit | Delete | Preview
1 Marina editorial.asp Live 18/12/2003 5:16:00 PM 40 Edit | Delete | Preview
1 Offshore Yachting http://www.offshoreyachting.com.au Live 30 Edit | Delete | Preview
1 Links editorial.asp Live 5/11/2004 10:06:00 PM 10 Edit | Delete | Preview
2 Call Us http://www.cyca.com.au/contactus.asp?key=643 Live 100 Edit | Delete | Preview
2 Find Us http://www.cyca.com.au/findus.asp?key=802 Live 100 Edit | Delete | Preview
2 Staff Contacts http://www.cyca.com.au/editorial.asp?key=786 Live 80 Edit | Delete | Preview

Element	Description
Level	Level of Footer • Level 1 is above • Level 2 is below
Label	Name of footer
Page or Link	Link to page within site
Status	Live – the page is published in the site.

	Hidden – the page is hidden and not available in the site. Queued – the page is to be published in the future. Expired – the page is no longer available in the site.
Publish	The calendar date time that the page is available in the site. For complicated pages it is recommended the publish date be set to a date in the future until the page has been completed.
Expire	The calendar date time that the page is no longer available in the site. Expiry date may be set to a duration, an explicit date time, or to not expire.
Sort	Sort order for the footer as it appears on the page
Controls and Actions	**Edit** – access the update screen to make changes to this page. **Preview** – preview the page. **Delete** – delete this page. **Add Footer** – add a new Footer.

5. Click Add Footer to add a new footer
6. The Add Footer page will appear



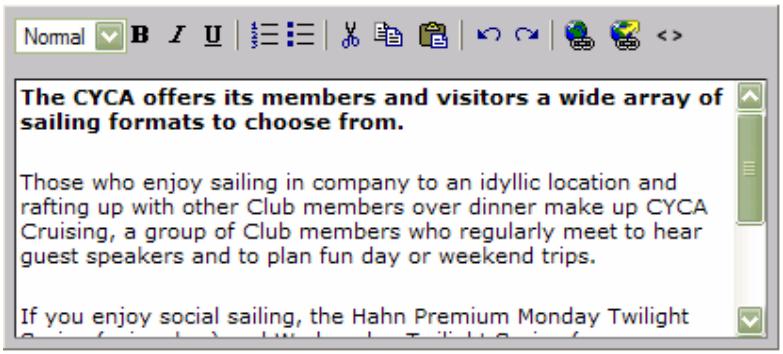
7. Make the following content entries

Element	Description
Label	Name for the footer – usually one word – this will provide a link in the navigation
URL	Link to page within site
Level	Select which level to choose position on at bottom of each page
Sort	Sort order for the footer amongst the other footers
Save	Save changes to page

8. Click **save**.
    - The page is not stored until you click **save**.
9. To edit an existing Footer, choose the Edit control and make changes as above to the Editor Box

3 Editor Box reference

Each Body section of the site has a related editor box for managing content in the body area. The editor box is used to enter and format text and to set inline links.

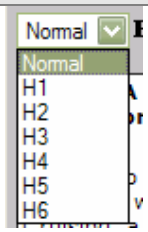

Normal
The CYCA offers its members and visitors a wide array of sailing formats to choose from.
Those who enjoy sailing in company to an idyllic location and rafting up with other Club members over dinner make up CYCA Cruising, a group of Club members who regularly meet to hear guest speakers and to plan fun day or weekend trips.
If you enjoy social sailing, the Hahn Premium Monday Twilight

The editor box is set up to allow you to enter content in the following ways:

- Directly entering by typing into the editor box.
- Copying and pasting from MS Word.
- Pasting in HTML code.
  Note this approach is recommended for programmers and Massive use only.

These approaches are covered in more detail below.

3.1 Controls

Name	Control	Usage
Text format		This pull-down enables the setting of heading styles and normal body text. Default is normal.
Bold		**Bold** text
Italic		*Italic* text
Underline		Underline text
Ordered list		Creates a numbered list. Start your list on a new line.
Unordered list		Creates a bulleted list. Start your list on a new line.
Cut		Cut the selected content to the clipboard.
Copy		Copy the selected content to the clipboard.
Paste		Paste content on the clipboard into the editor box at the insertion point.

Name	Control	Usage
Undo		Undo the last change.
Redo		Redo the last change.
Internal link		Use to set a link within the site from the body of the content. Also use for mailto links.
External link		Used to set a link to an external site. The new site will open in a new window.
HTML mode		Toggles the editor into HTML mode. This is an expert option.

3.2 Editing content directly in the Editor Box

1. Tab or click into the editor box and start entering content directly.
    - Press ENTER for a new paragraph.
    - Press SHIFT-ENTER for a new line

3.3 Pasting from Word to the Editor Box

1. Select the content from MS Word, or an email, that you want to put into the editor box and copy to the clipboard.
2. Paste the content using CTRL-V or the button.
3. All formatting should have been stripped from the content – ie if it was in Times in the Word document, it should now be in the correct font format for the site.
    - Lists will need to have the list style reapplied in the editor box.
    - Do not paste in table content from Word. Please contact Massive to discuss entering tabulated content.

3.4 Pasting HTML to the Editor Box

Use this option only for special circumstances.

1. Edit and refine your HTML in an external editor.
2. To paste in HTML toggle the mode button .
    - Make sure you toggle the mode before pasting.
3. Paste in the HTML.
4. Detoggle the mode button to see the HTML rendered in the editor box.
    - Javascript, CSS and forms and other HTML elements may not work.

3.5 Links

There are several kinds of links that are set in the editor box.

- **Internal links** – links within the site
- **External links** – links to other sites or HTML files
- **Downloadable documents** – links to PDFs
- **Email addresses** – links to email addresses

Internal links

An internal link is a link within the site.

1. In a browser navigate to the page or site that you want to link to, or copy the URL to your clipboard from an email or other source.
2. Select the text in the editor box that you want to make into a link.
3. Click the internal link button
4. The hyperlink dialog will pop open:

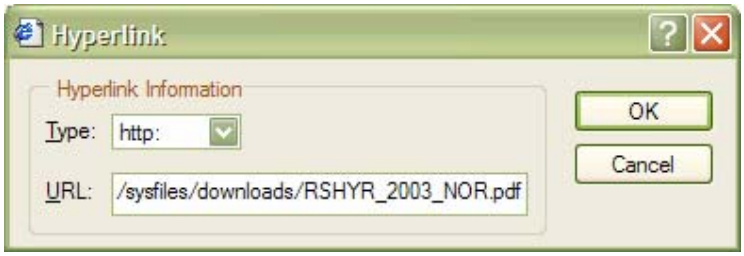
5. Paste in the URL of the site, including http.
6. Click OK
7. After saving the page, check the URL on the front-end.

Downloadable documents

1. Create the PDF or HTML document to be downloaded.
   - PDF is the preferred format for all documents other than documents that need to be updated by the end-used – eg a Word form
   - The ideal filesize is 200kb for a PDF. An upper limit of 1MB is the maximum acceptable. Please contact Massive for advice on optimising larger documents.
   - Filenames should include the name of the so that the user later knows where the document originated. The filename should also reflect the content of the document. An example might be *RSHYR_2003_NOR.pdf* for the RSHYR 2003 notice of race.
   - Downloadable document filenames should have no spaces. Use underscores to denote spaces.
2. Upload the documents to the appropriate downloads directory.
   - See the separate section of this document for putting documents onto the server via FTP.
3. Downloadable documents are stored in the */sysfile/downloads/* directory for your site.
4. Create the URL for the document by appending the document name to the download path for the appropriate site.
   - For the document *RSHYR_2003_NOR.pdf* to be downloaded from the RSHYR site, FTP the file to *rolexsydneyhobart.com/sysfile/downloads/*

- The URL for this document will be http:// plus the filepath rolexsydneyhobart.com/sysfile/downloads/ plus the filename RSHYR_2003_NOR.pdf:
  http://rolexsydneyhobart.com/sysfile/downloads/RSHYR_2003_NOR.pdf

5. Click the external link button

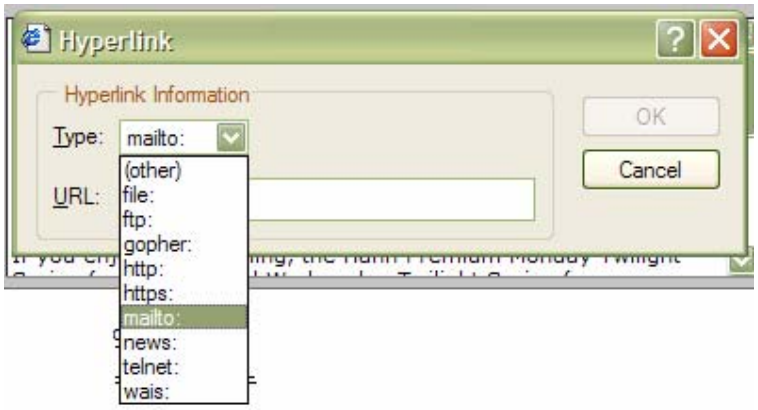


6. Paste in the URL.
7. Click **OK**.

Email addresses

Email links can be entered automatically by pasting or typing the email address directly into the editor box.

1. If you would like to make someone's name a link to an email address, select the name and click the internal link button.
2. Select mailto: in the type pulldown



3. Enter the email address after mailto: in the URL field: *mailto:adrian@massive.com.au*
4. Click **OK**.

External links

1. In a browser navigate to the page or site that you want to link to, or copy the URL to your clipboard from an email or other source.
2. Select the text in the editor box that you want to make into a link.
   - Do not apply any other text styling to the link – such as **bold**, *italic* or underline – this will break the external link setting.
3. Click the external link button

4. Paste in the URL, including http.
5. Click **OK**.

4 Gallery Reference

Each of the sites has a photo gallery that shows the latest images added to the system. When images are added they can be toggled to appear in any or all of the sites. It is also possible to add a image to the system without publishing it in any of the site galleries.

The gallery admin is also used to manage images for editorial purposes and for adding images to stories.

Steps to add images to the system are:

1. Adding the photographer to the system.
    - This is an optional first step.
2. Sizing and optimising the images.
3. Transferring the images to the server
4. Adding the images in the gallery admin

4.1 Photographers

Setting up a photographer in the system enables pictures to be attributed to a photographer when they are added to a story and in the gallery.

It also adds a directory to the `/sysfiles/images/` directory to store the images from a photographer. Note that it is not necessary to put pictures from a particular photographer in their own directory.

4.1.1 Adding photographers

4.2 Sizing and optimising images for the gallery

1. Size and optimise the set of crops of the original image.
    - See *Section 4.4 Sizing and optimising images in Photoshop* for more details.

    The image sizes used in the site are:

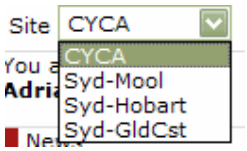
Image type	Sizing	Usage	Size W x H
Gallery	Thumb	Thumbnail for the gallery. Note: should not be used as the thumb for news, audio or video.	47 x 34
	Gallery	Gallery	145 x 94
	Full	Full size	258 x 386 *or* 478 x 370
News	Portrait		47 x 70
	Landscape		89 x 59
Article	Small		122 x 134
	Large		176 x 192
Yacht Profile	Small		102 x 144
	Large		146 x 206

2. FTP the images to the appropriate directory.
   Directories in the site are based on race and year.

- See *Section 5 FTP* for more details.

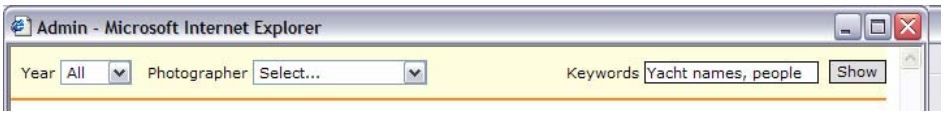
4.3 Adding an image

1. Add the photographer. See above.
2. Prepare the image that you wish to add. See above.
3. Select the site you wish to add the image to:

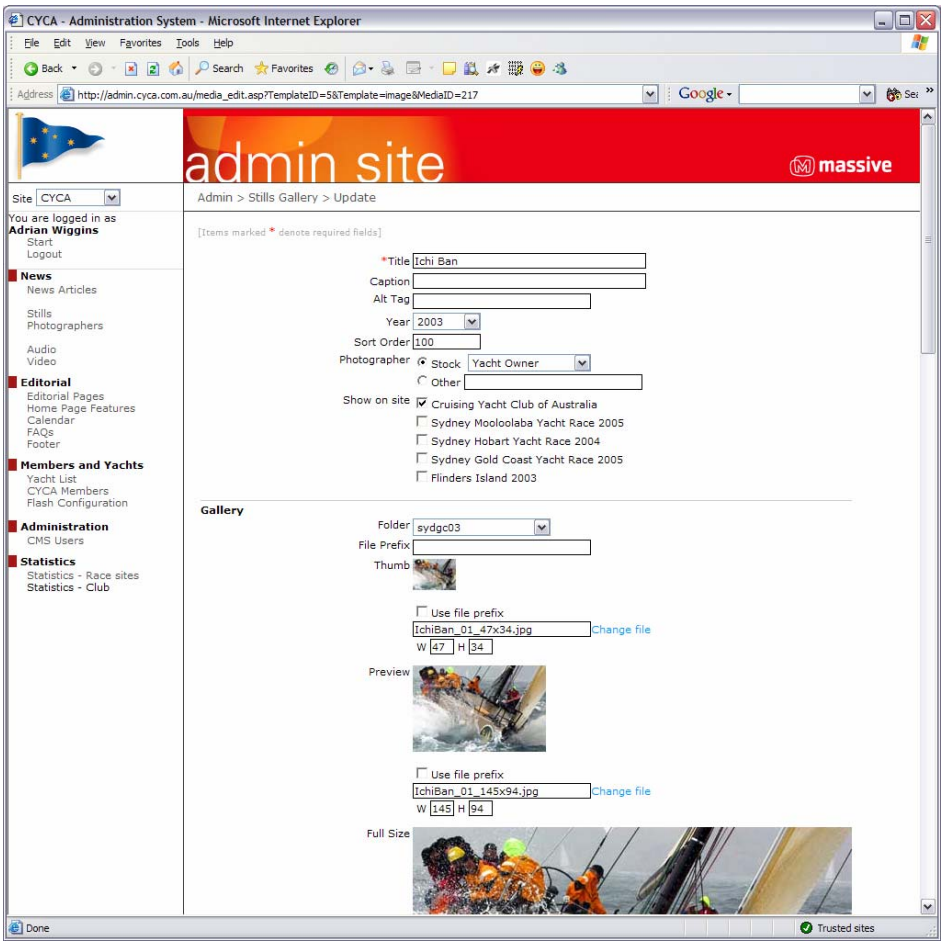


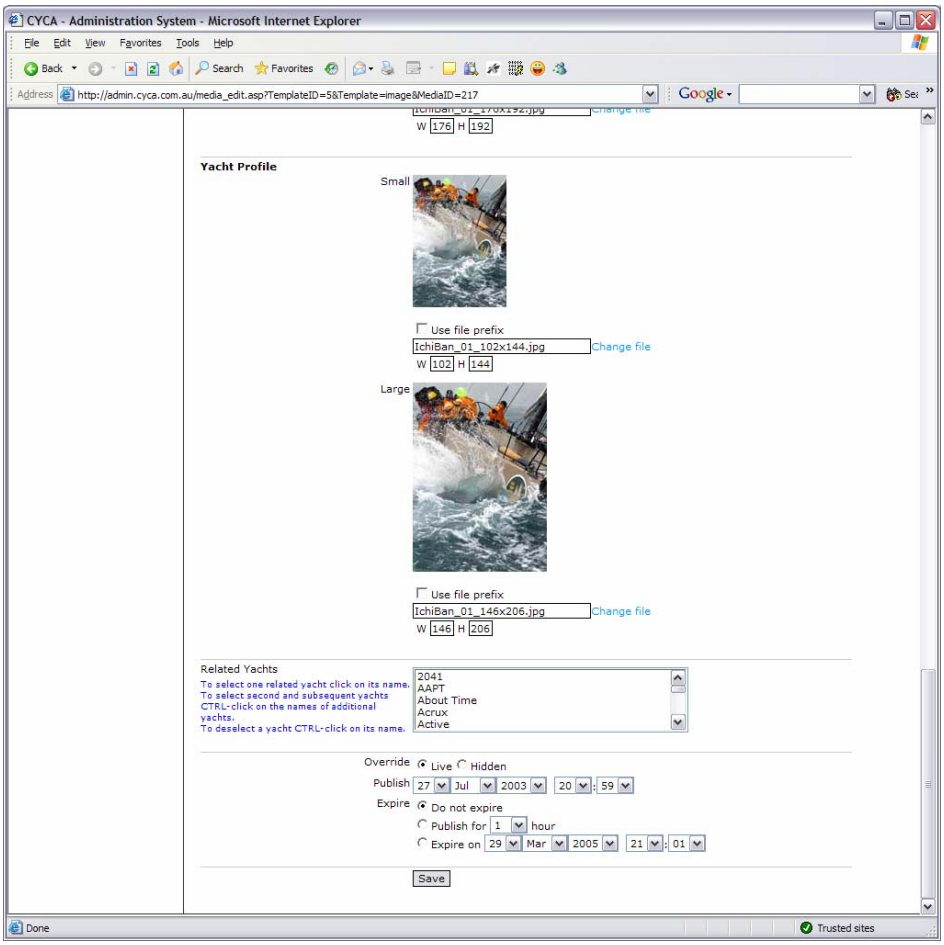
   - The system will remember the last site you edited.
   - Always check this pull-down to ensure that you are editing the correct site before creating or updating pages.

4. Click **Stills** to open the gallery browser pop-up.



5. Click **Add Item**. This will open the gallery image detail screen.


CYCA - Administration System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://admin.cyca.com.au/media_edit.asp?TemplateID=5&Template=image&MediaID=217
Google
admin site
massive
Site CYCA
You are logged in as
Adrian Wiggins
Start
Logout
News
News Articles
Stills
Photographers
Audio
Video
Editorial
Editorial Pages
Home Page Features
Calendar
FAQs
Footer
Members and Yachts
Yacht List
CYCA Members
Flash Configuration
Administration
CMS Users
Statistics
Statistics - Race sites
Statistics - Club
Admin > Stills Gallery > Update
[Items marked * denote required fields]
*Title Ichi Ban
Caption
Alt Tag
Year 2003
Sort Order 100
Photographer Stock Yacht Owner
Other
Show on site
Cruising Yacht Club of Australia
Sydney Mooloolaba Yacht Race 2005
Sydney Hobart Yacht Race 2004
Sydney Gold Coast Yacht Race 2005
Flinders Island 2003
Gallery
Folder sydgc03
File Prefix
Thumb
Use file prefix
IchiBan_01_47x34.jpg
Change file
W 47 H 34
Preview
Use file prefix
IchiBan_01_145x94.jpg
Change file
W 145 H 94
Full Size
Done
Trusted sites



Element	Description
Title	Title for the image
Caption	Short editorial caption for the image – shown in the gallery pop-up. Should be different to the title of the image.
Alt tag	Alt tag for the image. Optional. Recommend that image title is used here.
Year	Year of the image. Used to associate race images with race years.
Sort Order	Sort order is used to keep selected images at the top of the list until they expire.
Photographer	The name of the photographer. Use of the pull-down is recommended for photographers who have supplied more than one image or have a website.
Show on site	Checkboxes for publishing the image. The image will be published in the gallery of the current race year of each race site.
Folder	Folder that the image is stored in.
File prefix	File prefix for the image.
Gallery sizes	There are nine image usages that can be set in the gallery. Each

<table>
<tr><th>Element</th><th>Description</th></tr>
<tr><td></td><td>usage has one size, with the exception of gallery full which has two optional sizes.

See Section 4.2 Sizing and optimising for more information on image sizes.

<table>
<tr><td>Gallery</td><td>Thumb</td></tr>
<tr><td></td><td>Gallery</td></tr>
<tr><td></td><td>Full</td></tr>
<tr><td>News</td><td>Portrait</td></tr>
<tr><td></td><td>Landscape</td></tr>
<tr><td>Article</td><td>Small</td></tr>
<tr><td></td><td>Large</td></tr>
<tr><td>Yacht Profile</td><td>Small</td></tr>
<tr><td></td><td>Large</td></tr>
</table>
To set a particular usage simply click the Use file prefix checkbox.

For the full-size usage select the image size using the radio buttons.</td></tr>
<tr><td>Related Yachts</td><td>Clicking Related Yachts adds a linked record for entering a related yacht.

• On the CYCA site current member yachts are listed.

• On the race site race entrant yachts for the current race year are listed.</td></tr>
<tr><td>Override</td><td>Controls whether the page is published in the site regardless of its publish and expire dates.</td></tr>
<tr><td>Publish</td><td>The calendar date time that the page is available in the site.

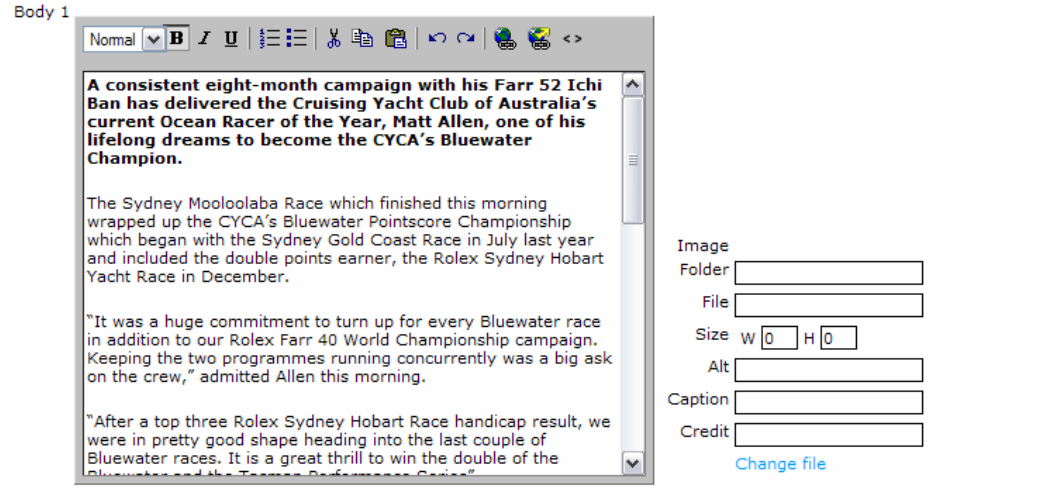
• For complicated pages it is recommended the publish date be set to a date in the future until the page has been completed.</td></tr>
<tr><td>Expires</td><td>The calendar date time that the page is no longer available in the site.

• Expiry date may be set to a duration, an explicit date time, or to not expire.</td></tr>
<tr><td>Save</td><td>Save changes to page</td></tr>
</table>

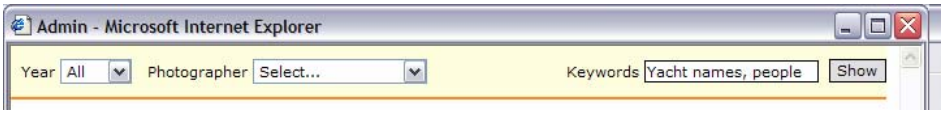
6. Set all image sizes that you have created when you sized and optimised the image.
7. Click **Save**
   - The image is now published in the selected site galleries and is available to be added to news stories.

4.4 Adding images to stories

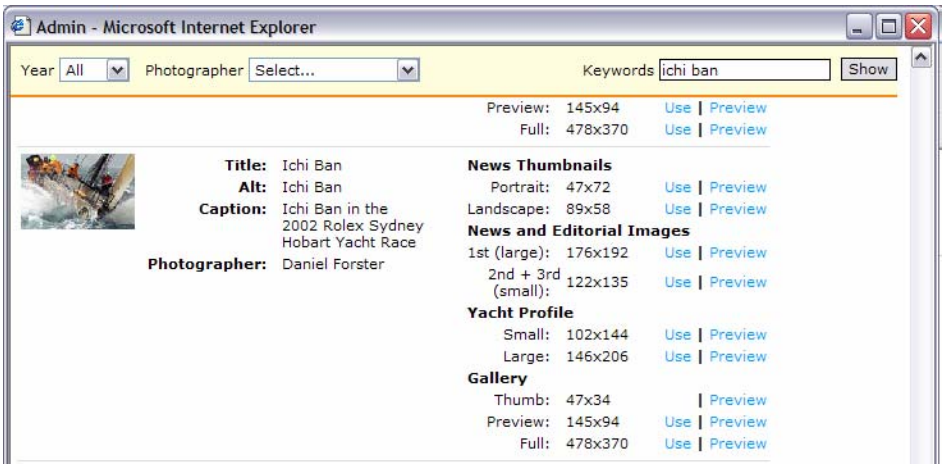
1. Navigate to a story that you wish to add an image to.
2. Click **Change File** to the right of the editor box.


Body 1
Normal
A consistent eight-month campaign with his Farr 52 Ichi Ban has delivered the Cruising Yacht Club of Australia's current Ocean Racer of the Year, Matt Allen, one of his lifelong dreams to become the CYCA's Bluewater Champion.
The Sydney Mooloolaba Race which finished this morning wrapped up the CYCA's Bluewater Pointscore Championship which began with the Sydney Gold Coast Race in July last year and included the double points earner, the Rolex Sydney Hobart Yacht Race in December.
"It was a huge commitment to turn up for every Bluewater race in addition to our Rolex Farr 40 World Championship campaign. Keeping the two programmes running concurrently was a big ask on the crew," admitted Allen this morning.
"After a top three Rolex Sydney Hobart Race handicap result, we were in pretty good shape heading into the last couple of Bluewater races. It is a great thrill to win the double of the
Image
Folder
File
Size W 0 H 0
Alt
Caption
Credit
Change file

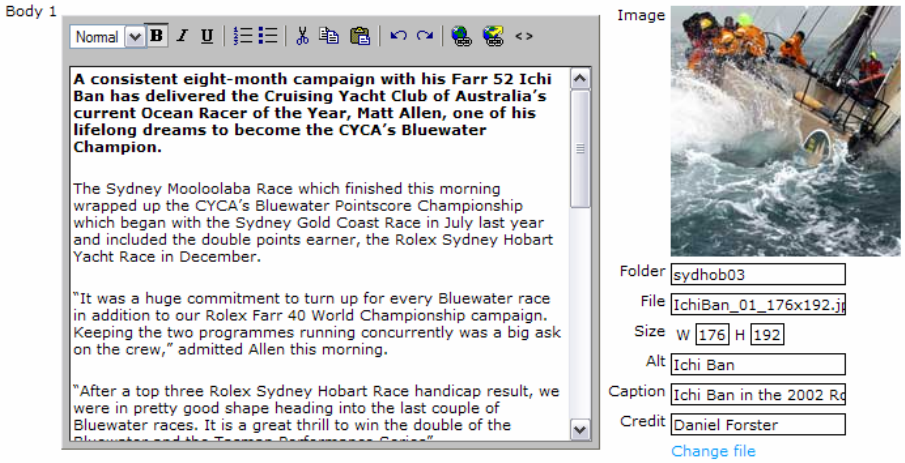
3. Click **Choose from existing images** in the pop-up



4. Use the keyword, year and photographer search fields to look for an image for your story.


Admin - Microsoft Internet Explorer
Year All
Photographer Select...
Keywords ichi ban
Show
Preview: 145x94 Use | Preview
Full: 478x370 Use | Preview
Title: Ichi Ban
Alt: Ichi Ban
Caption: Ichi Ban in the 2002 Rolex Sydney Hobart Yacht Race
Photographer: Daniel Forster
News Thumbnails
Portrait: 47x72 Use | Preview
Landscape: 89x58 Use | Preview
News and Editorial Images
1st (large): 176x192 Use | Preview
2nd + 3rd (small): 122x135 Use | Preview
Yacht Profile
Small: 102x144 Use | Preview
Large: 146x206 Use | Preview
Gallery
Thumb: 47x34 | Preview
Preview: 145x94 Use | Preview
Full: 478x370 Use | Preview

5. The search will return a list of matching images.
   - A preview of the image is shown on the left side
   - Previews of alternate image sizes are also available.
6. Click **Use** for the image that you want to place in your story.
   - This will add the image to the story.
   - For the first body area in your story use the 176 x 192 size, for the second and third body text areas use the 122 x 135 size.


Body 1
Normal
A consistent eight-month campaign with his Farr 52 Ichi Ban has delivered the Cruising Yacht Club of Australia's current Ocean Racer of the Year, Matt Allen, one of his lifelong dreams to become the CYCA's Bluewater Champion.
The Sydney Mooloolaba Race which finished this morning wrapped up the CYCA's Bluewater Pointscore Championship which began with the Sydney Gold Coast Race in July last year and included the double points earner, the Rolex Sydney Hobart Yacht Race in December.
"It was a huge commitment to turn up for every Bluewater race in addition to our Rolex Farr 40 World Championship campaign. Keeping the two programmes running concurrently was a big ask on the crew," admitted Allen this morning.
"After a top three Rolex Sydney Hobart Race handicap result, we were in pretty good shape heading into the last couple of
Image
Folder sydhob03
File IchiBan_01_176x192.jp
Size W 176 H 192
Alt Ichi Ban
Caption Ichi Ban in the 2002 Rc
Credit Daniel Forster
Change file

7. Add the images for the body 2 and body 3 text areas.
8. Click **save** to schedule the story for publishing.
    - See and *Section 2.1 Editorial Pages* and *Section 2.2 News Stories* for details on how to edit stories.

4.5 Removing images from stories

1. Access the story in the CMS that you wish to remove the image from.
2. Set all the image attribute fields to null by deleting all of the image details:
    - Folder
    - File
    - Size
    - Alt
    - Caption
    - Credit
3. Save the story
    - Note: this does not delete the image from the gallery.

4.6 Sizing and optimising images in Photoshop

4.6.1 Setting up

1. Install Photoshop
2. Create the following directories:
    - *c:/temp*
    - *../desktop/site*
    - *../desktop/site/images*
    - *../desktop/site/images/scripts*
3. Create shortcuts to the following in *../desktop/site*
    - Photoshop
    - *c:/temp/*

4.6.2 Images sizes

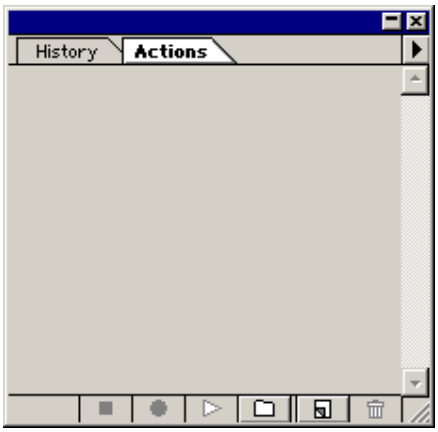
The image sizes used in the site are:

Image type	Sizing	Usage	Size W x H
Gallery	Thumb	Thumbnail for the gallery. Note: should not be used as the thumb for news, audio or video.	47 x 34
	Gallery	Gallery	145 x 94
	Full	Full size	258 x 386 *or* 478 x 370
News	Portrait		47 x 70
	Landscape		89 x 59
Article	Small		122 x 134
	Large		176 x 192
Yacht Profile	Small		102 x 144
	Large		146 x 206

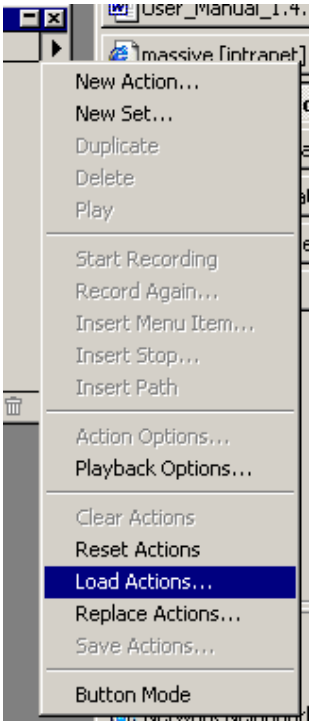
4.6.3 Sizing Images using Actions

Loading Actions

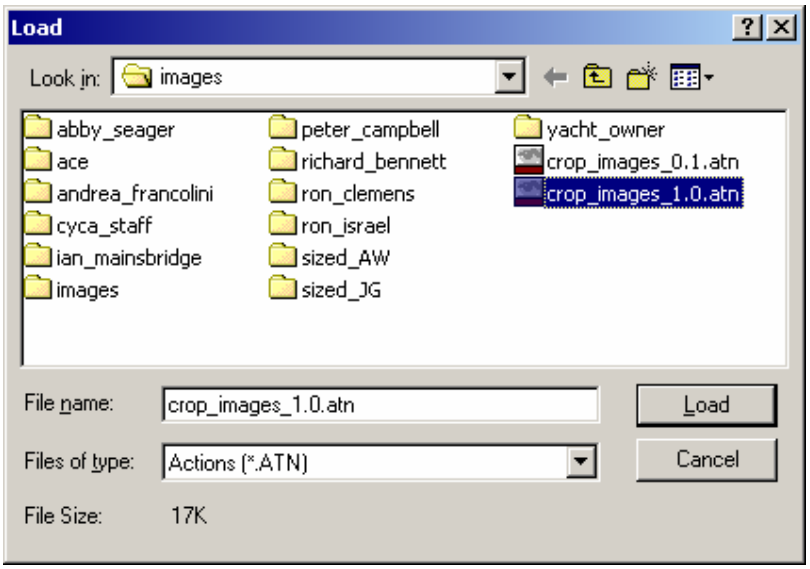
1. Open Photoshop
2. Click on the Actions tab of the History/Actions palette.



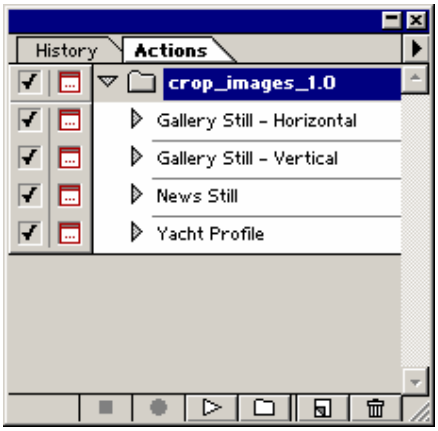
3. Click the right arrow
4. Select Load Actions



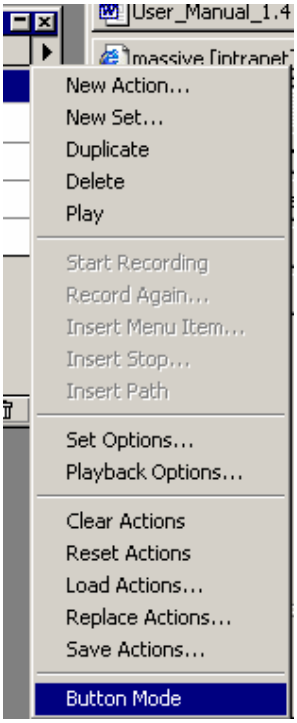
5. Open the Action file.
    - Use the latest version available.


Load
Look in:
images
abby_seager
ace
andrea_francolini
cyca_staff
ian_mainsbridge
images
peter_campbell
richard_bennett
ron_clemens
ron_israel
sized_AW
sized_JG
yacht_owner
crop_images_0.1.atn
crop_images_1.0.atn
File name:
crop_images_1.0.atn
Load
Files of type:
Actions (*.ATN)
Cancel
File Size:
17K

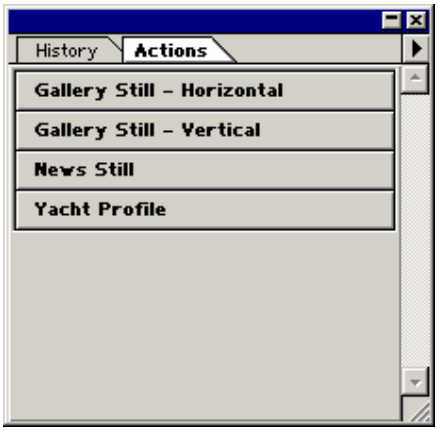
6. The Actions palette should look like this:



7. Select Button Mode



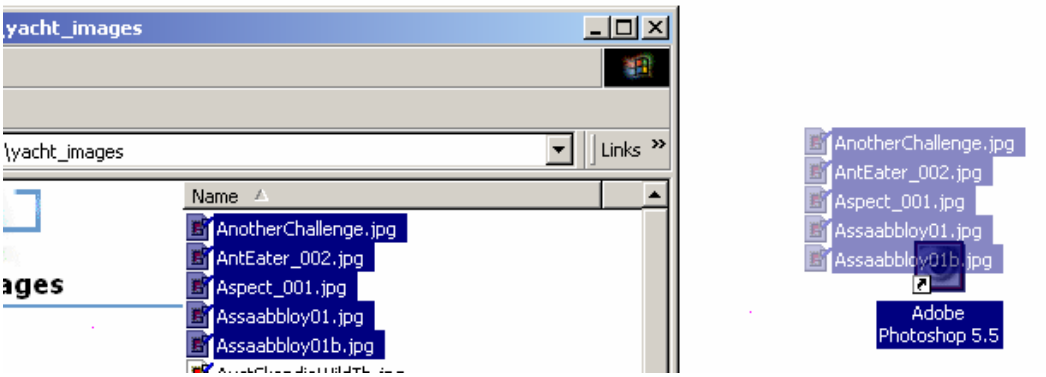
8. The Actions palette should look like this:



9. Create a directory *C:/TEMP.*
    - When images are sized they will initially be saved into this directory.
10. Create a shortcut in that directory to the root of your shared image directory.

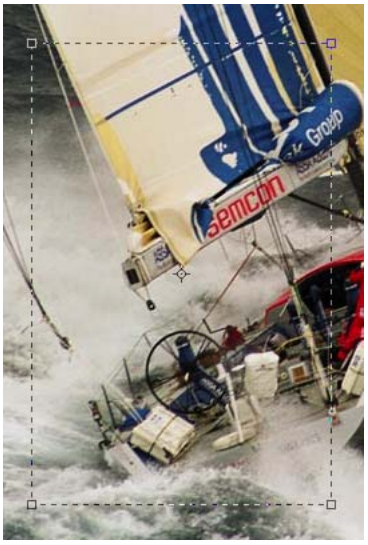
Running the Actions

1. Select and drag the images that are to be resized onto the Photoshop icon

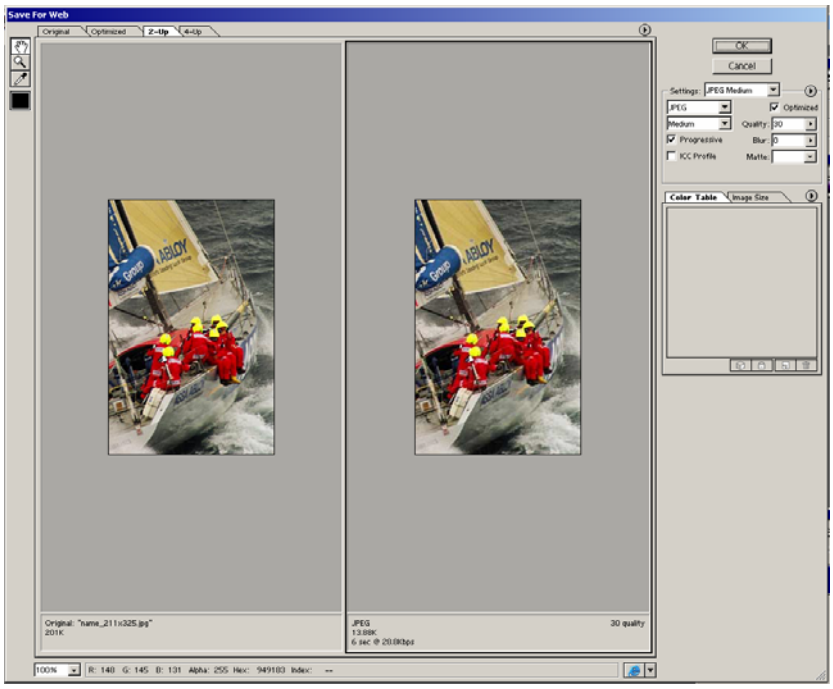


2. Each of the images will open in Photoshop.
    - The original images must be at least 500 x 500 px in size.
    - Original images should be no larger than 1024 x 1024 px in size.
3. Run the set of required Actions for each image.
    - Each Action will create a set of crops for the original image.
    - Determine which is the best crop for the main gallery sized image – portrait or landscape, and run only one of the gallery scripts.
    - Yacht profile is only required if this is the image that will be used for the yacht profile in the site. Do not create yacht profile images if you already have these for the yacht in question.
4. The Action will pause while you select the area and size of each crop.
    - If you cannot see the full crop rectangle, zoom out using CTRL-minus until you can see the crop rectangle.

5. The Action will pause while you select the area and size of each crop.
    - Size and drag the crop rectangle to select a newsworthy crop. In the example below the more newsworthy crop of Assa Abloy is that of the crew including the bow, as opposed to the default crop of the stern.
    - If you cannot see the full crop rectangle, zoom out using CTRL-minus until you can see the crop rectangle.

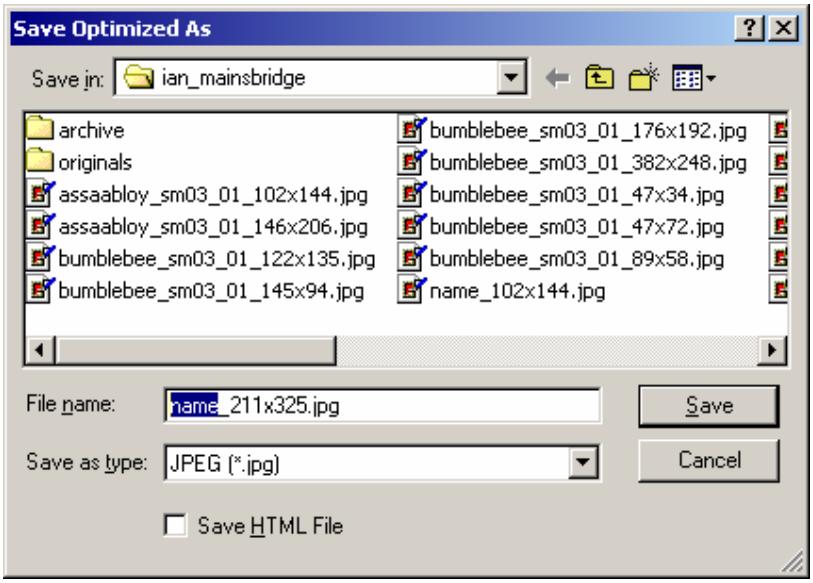


6. Double-click in marquee area.
7. The image will resize and the Optimisation dialog will open.



8. Check the quality of the cropped image on the right.
    - If the quality is poor, select JPEG High as the optimisation setting.

9. Click **OK**.
10. This will open the save dialog.

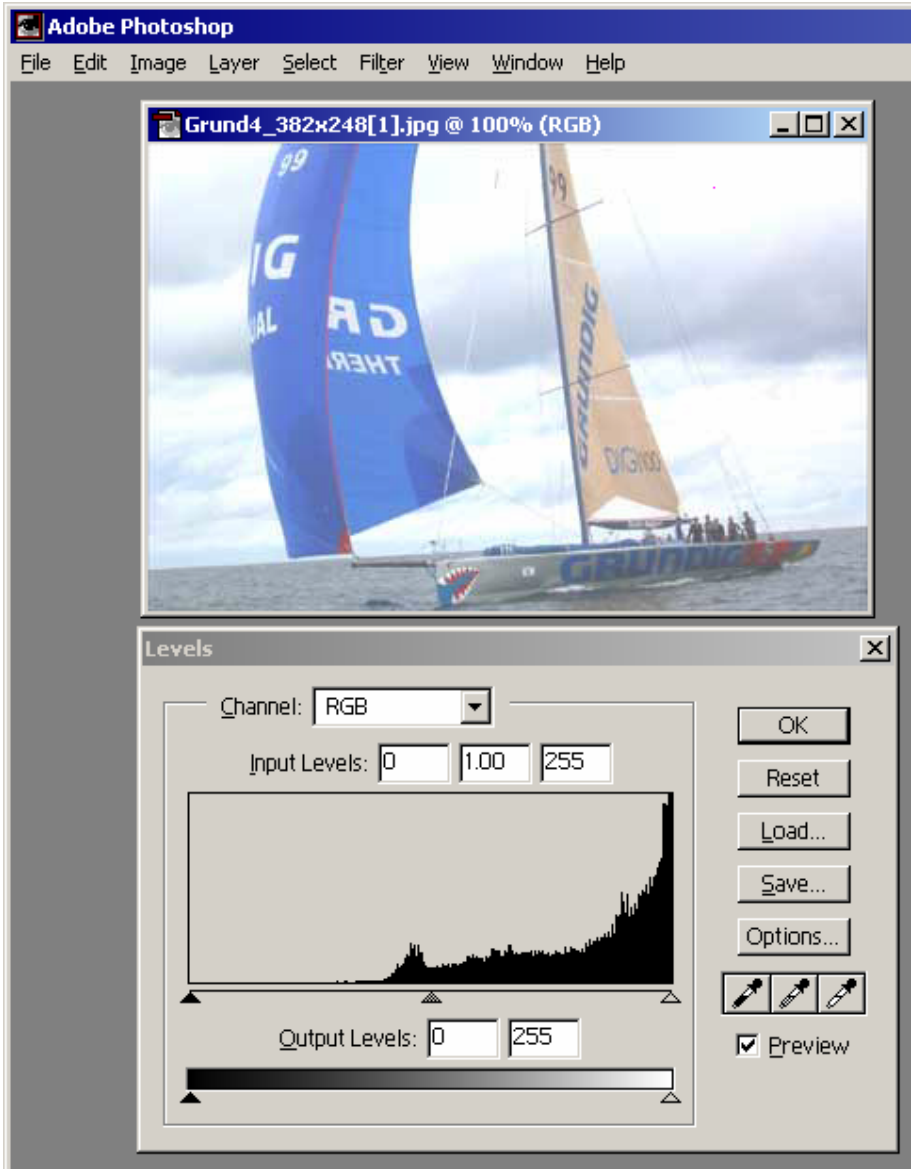


11. Overwrite the prefix *name* with a prefix that describes the image and add a sequence number for the image. In this example use *assa_01.*

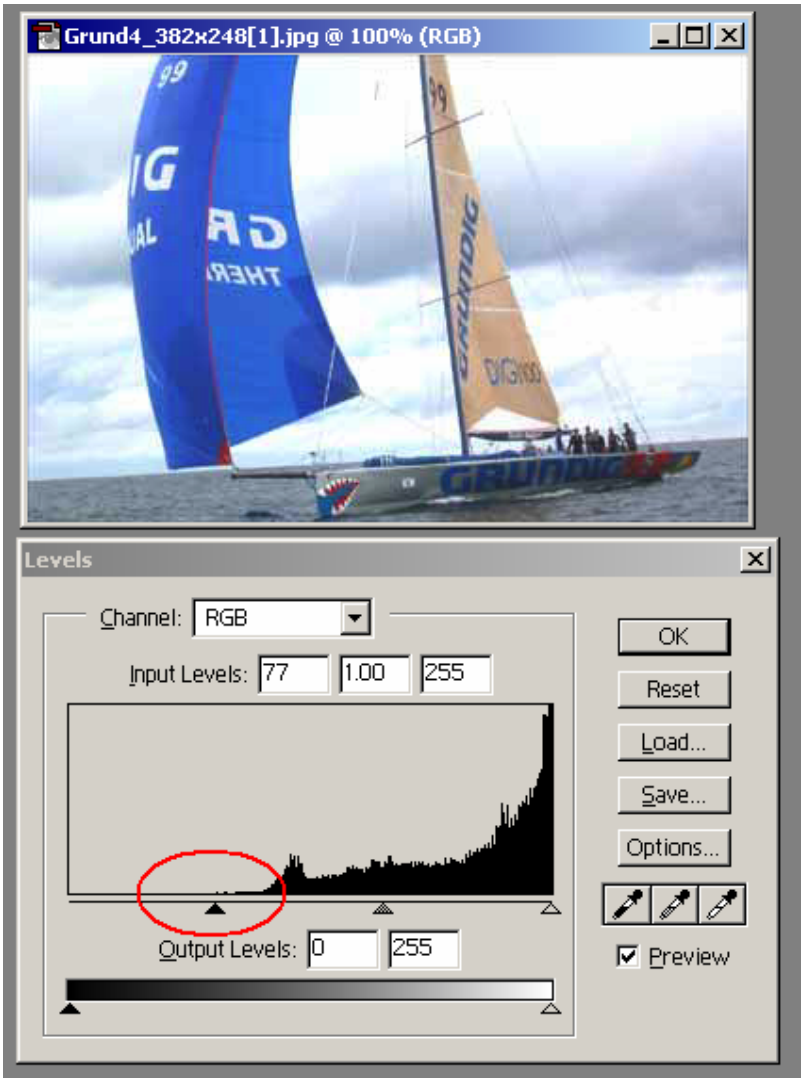
12. Select the prefix and press CTRL-C to copy it to the clipboard.
13. Click Save.
14. For each image size paste the filename prefix over *name*.

4.6.4 Setting Levels

- Use Levels to improve images with poor contrast.
- Press CTRL-L.

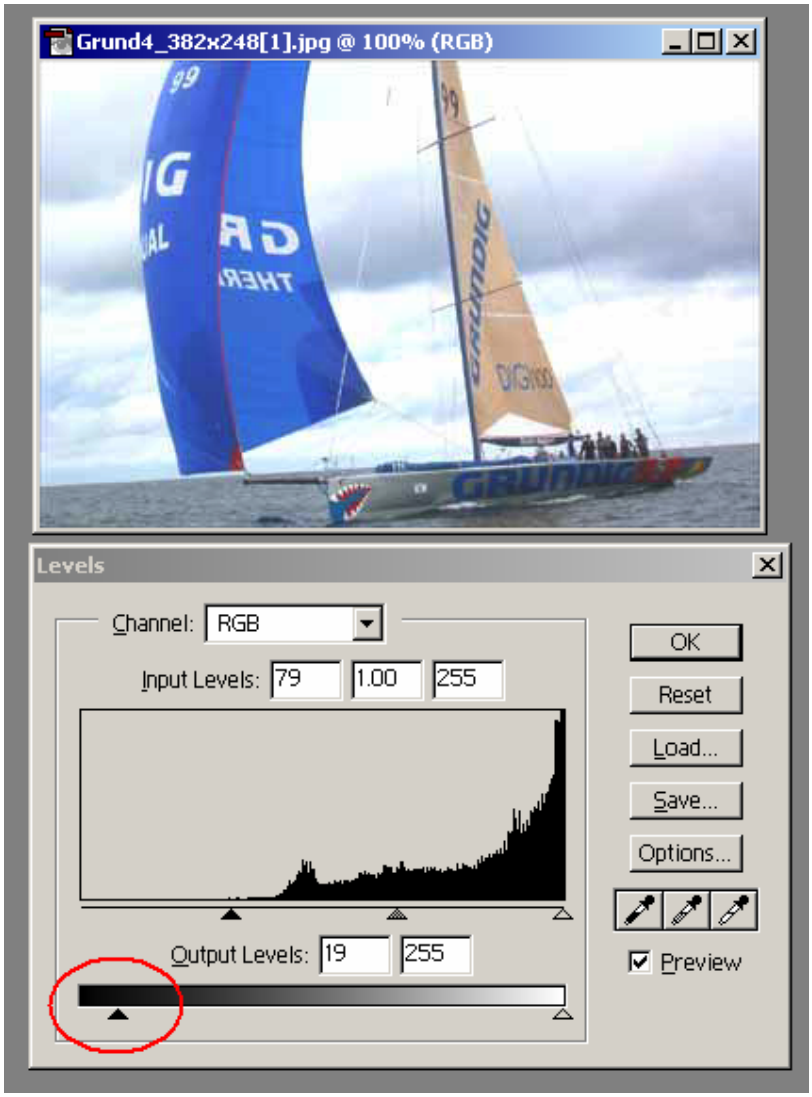


- Drag the top black arrow slider to the right.



- This will darken and increase the contrast.

- If the image is overall too dark, slide the bottom black arrow to the right.



- Click OK to finalise.

4.6.5 Sizing Images manually

Alternatively the image may need to be sized manually for special sizes not in the actions.

Open the image

1. Start Photoshop.
2. Open the image.
3. Zoom to full-screen or 100%, whichever is smaller.

Select the crop tool

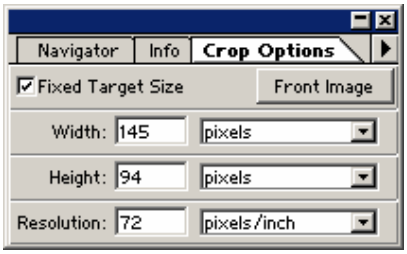
4. Left click the marquee tool
   - This will display the marquee options.

5. Select the crop tool

- Your tool panel should look like this.

Set target size

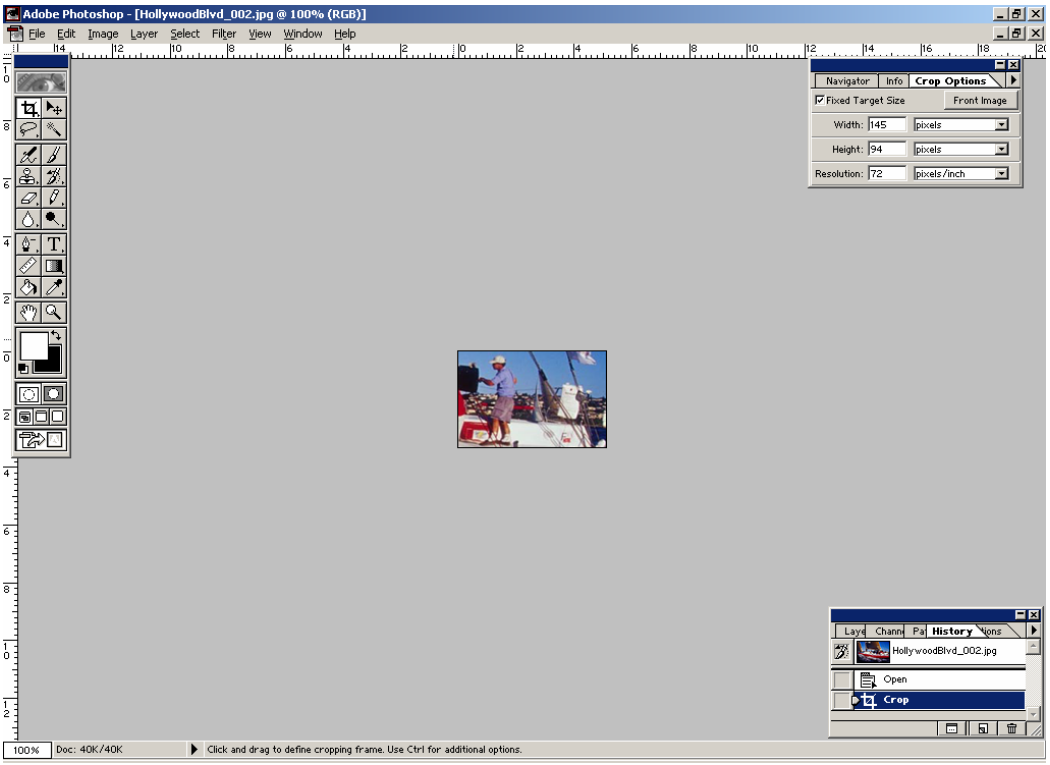
6. Navigate to window > show options
7. Set the image size width and height
8. Set the resolution to 72 dpi.



Crop the image

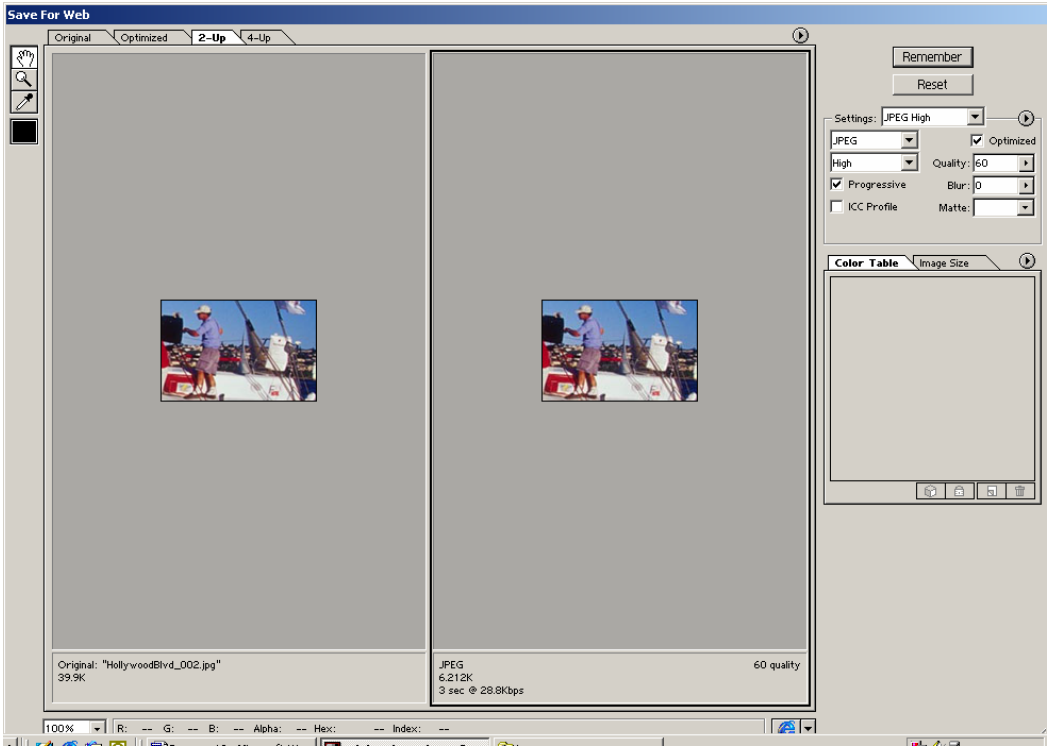
9. Select the crop
10. Place the crop tool at the top left of the crop
11. Click and hold left mouse button and drag down to the right.

12. Double-click in marquee area.
    - Image will resize.



Optimise

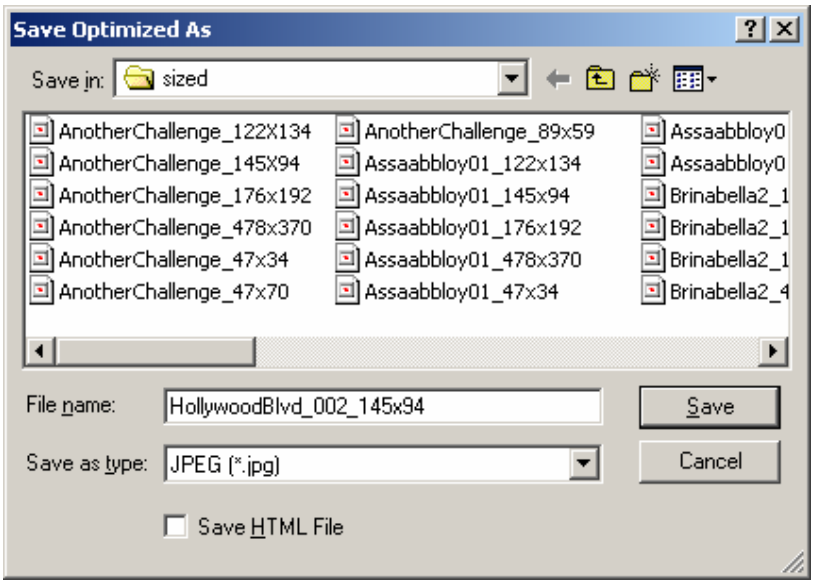
13. Press CTRL-ALT-SHIFT-S
14. Select 2-up.



15. Select JPEG High in Settings.
16. Check JPEG size on right window.
17. Click **OK**

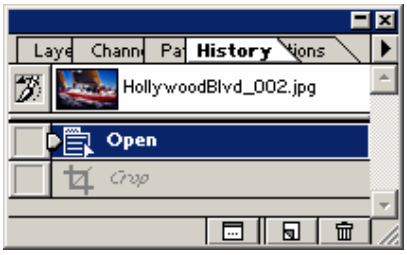
Save

18. Name file according to convention of appending _WxH to filename.



Revert to Original

19. Click **History**
20. Click **Open**



- Reverts to original image.

Adobe Photoshop - [HollywoodBlvd_002.jpg @ 100% (RGB)]
File Edit Image Layer Select Filter View Window Help
Navigator Info Crop Options
Fixed Target Size
Front Image
Width: 145 pixels
Height: 94 pixels
Resolution: 72 pixels/inch
QANTAS
WORKFORCE MARINE
Hollywood Boulevard
History
HollywoodBlvd_002.jpg
Open
Crop
100%
Doc: 1.52M/1.52M
Click and drag to define cropping frame. Use Ctrl for additional options.

5 FTP

File Transfer Protocol (FTP), a standard Internet protocol, is the simplest way to exchange files between computers on the Internet

Massive recommends Leech FTP, a commonly-used FTP program.[1]

5.1 Setting Up

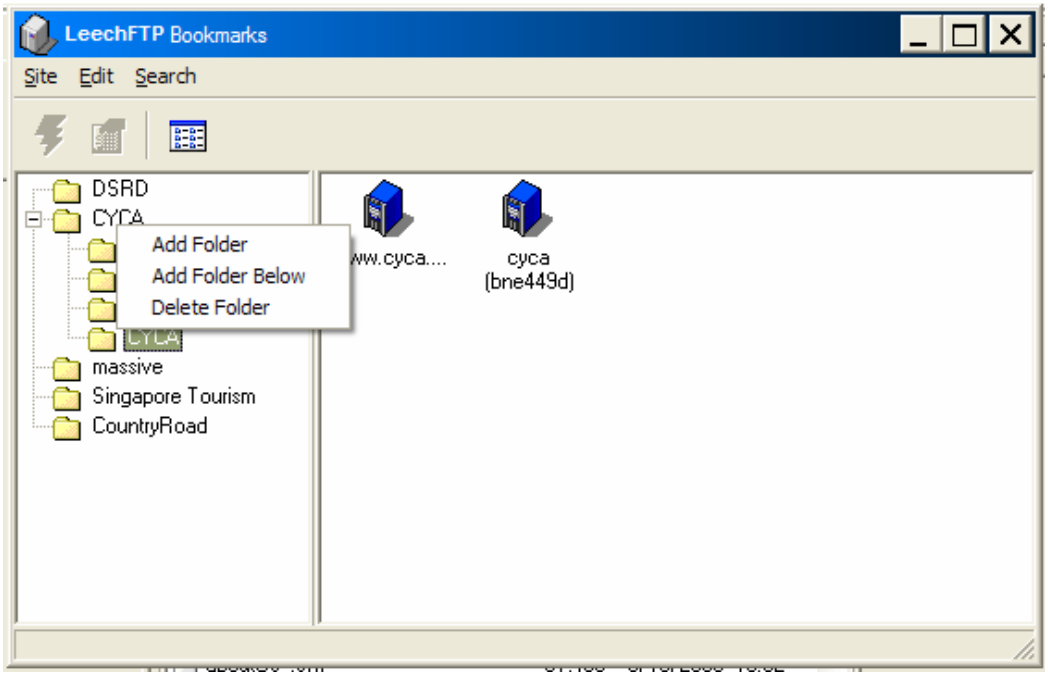
This section describes basic set-up and simple troubleshooting for Leech FTP.

Step 1. Install

1. Download Leech FTP from http://stud.fh-heilbronn.de/~jdebis/leechftp/downloads.html
2. Install Leech on your local drive.

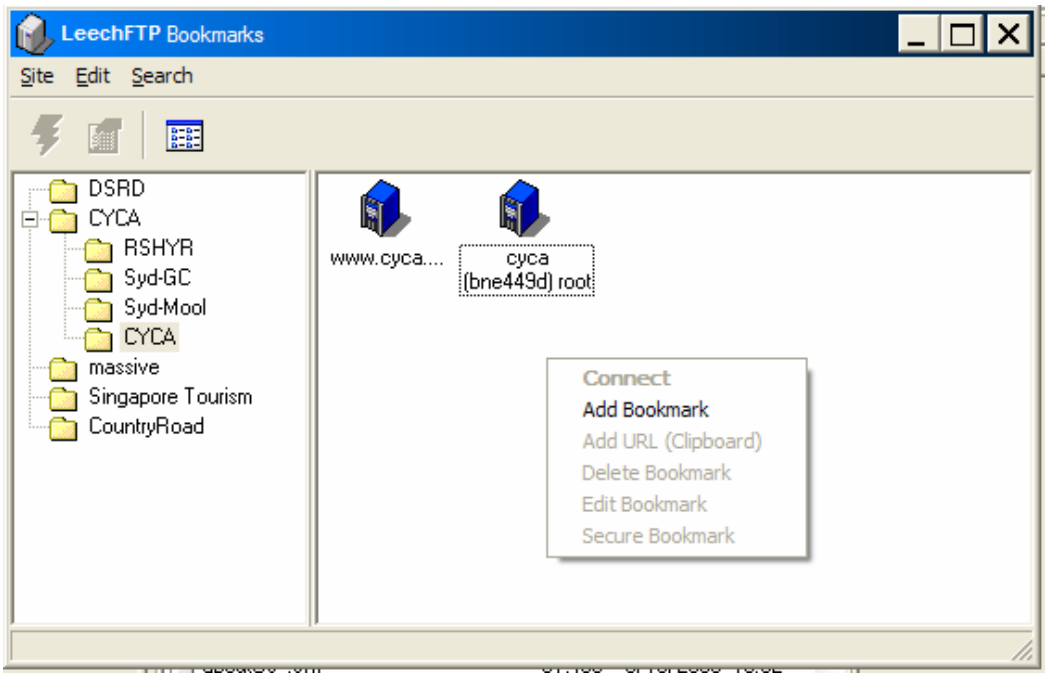
Step 2. Configure

3. Click to open the bookmark controls.
4. Right click in the left panel to create a folder.

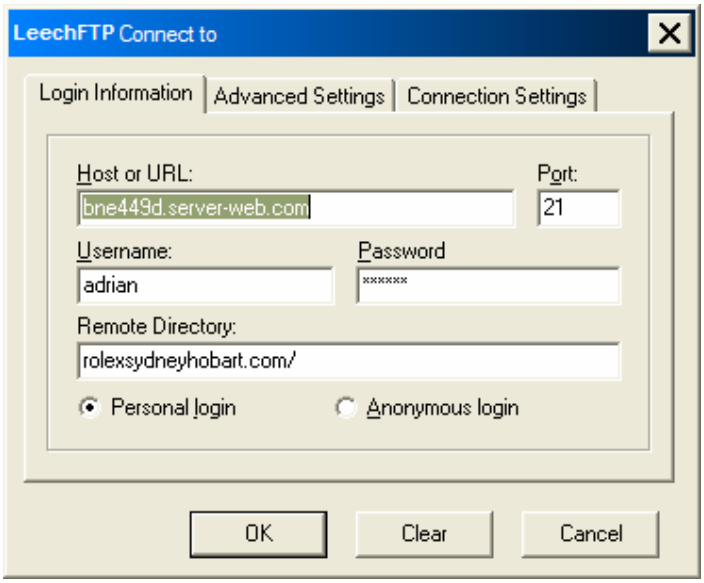


5. Create folders for each CYCA site.
6. Right click in the right panel to create an FTP bookmark.

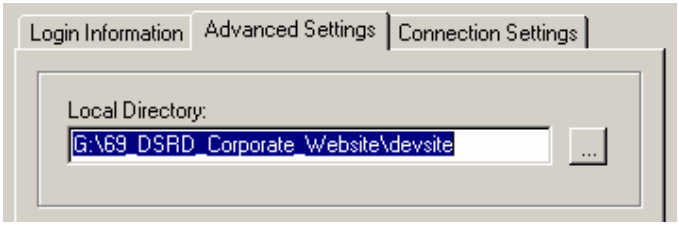
[1] Note: This reference is based on Leech v1.3, build 1.3.1.207. This section does not aim to be a comprehensive reference for either Leech or FTP in general. For more information on FTP please see: http://searchnetworking.techtarget.com/sDefinition/0,,sid7_gci213976,00.html



7. Enter the Login information for the remote directory you wish to create an FTP bookmark for.



8. You will need to enter the following details:
   - base URL of the server – always use *bne449d.server-web.com*
   - port – always use 21
   - username – your username
     Note: Each user should have a personal username and password. Please contact Massive to set up a username and password for each new user.
   - password – your password
   - You can also specify a local drive to access site assets. .
9. Set your default local drive in advanced settings.



10. Click Save.

Step 3. Check you can connect

11. Double-click your bookmark to connect.

12. To disconnect click .

5.2 Troubleshooting

The following table addresses a few common FTP problems. It is not intended to be a comprehensive referece.

Problem	Message	Solution
Can't connect	**! Invalid username or password for www.business.nsw.gov.au**	Check and re-enter username and password
	! Socket Error: no DNS entry	Check and re-enter site URL

5.3 Uploading Files

In the example below we are uploading a downloadable pdf *RegionalFirst15.pdf* to */sysfile/download*

Step 1. Connect

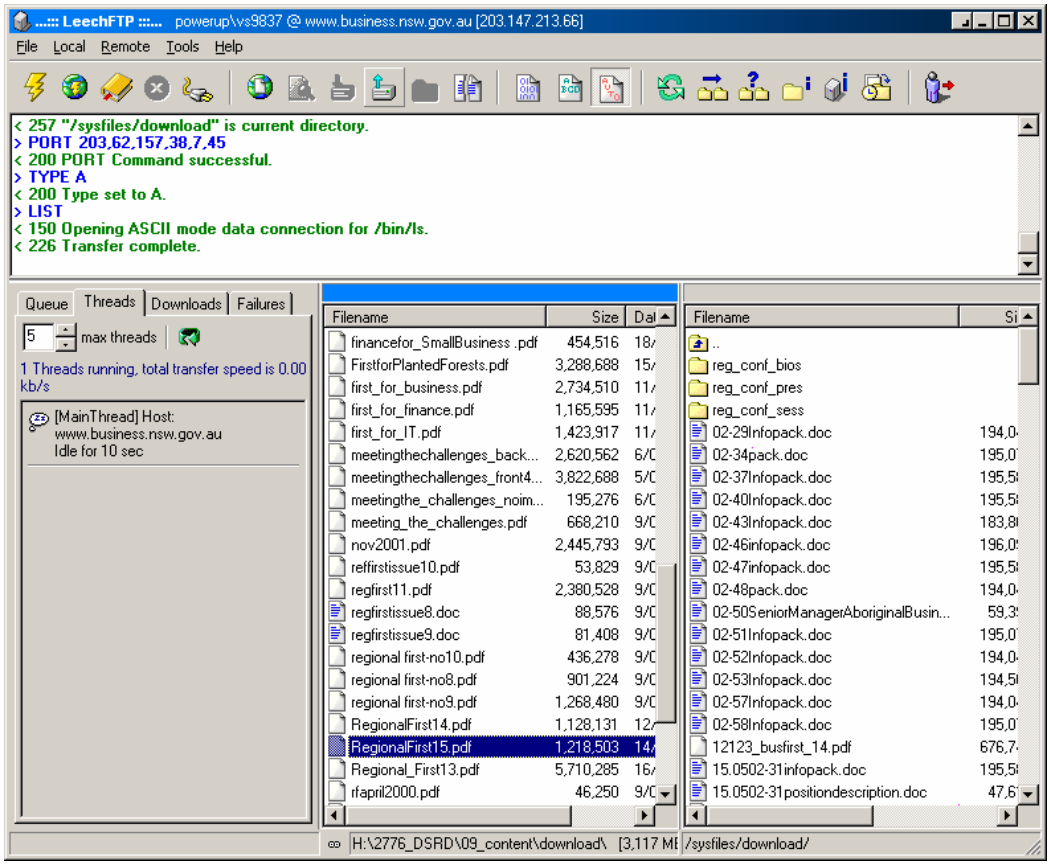
1. Open Leech FTP and connect to www.rolexsydneyhobart.com

Step 2. Select source and target directories

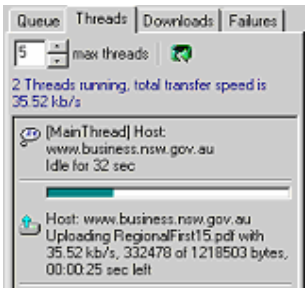
1. Navigate to the local directory containing the file in the local drive panel.
2. Navigate to the destination directory in the server panel

Step 3. Select the file to upload

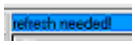
3. Select the file to upload in the local drive panel.



4. Click to upload to *sysfile/download*
   - Progress is shown in the Threads panel on the left:



Step 4. Refresh the server panel

5. When the upload is completed the server panel needs refreshing. 

6. To refresh click
   - You should now be able to see your uploaded file on the server.

Step 5. Set the URL on the editor box

7. The URL of the file is http://rolexsydneyhobart.com/sysfile/download/RegionalFirst15.pdf. Use this as the URL for the selected download link in the editor box.

6 Racing Site Mode

6.1 Calendar of changes

The site goes through five modes:

- **Lead-up**
  The site goes into a more active stance. Race entrants are listed in the site. News stories are published more frequently.
- **Pre-race**
- **Race started**
  From race start.
- **Race finished**
  From race finish.
- **Post-race**
  The site is in ex-race mode from the 1st of February to 31st October.

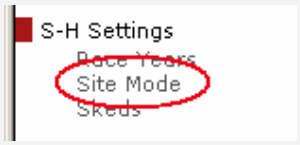
The various automatic and manual changes in the site are listed in the table below. Manual changes are detailed in the following sections.

Mode	Change date	Changes
Lead-up	1st November	**Automatic changes** Ex-race home page. **Manual changes** The Yachts is changed from editorial to functional page - `yachts.asp`. Stills, Audio and video gallery pages and published. News title graphics are changed to “Breaking News”. **Content changes** Editorial in site starts to become more race-oriented. Frequency of news increases (content).
In-race **Pre-race**	mid-December	**Automatic changes** In-race home page. Clock counts up from race.start_datetime.
In-race **Race started**	26th December	
In-race **Race finished**	early January	**Automatic changes** Race clock stopped at finish elapsed time.
Ex-race		**Automatic changes** Ex-race home page. Clock counts down to 13:00 26/12 of current calendar year. **Manual changes** The Yachts is changed from functional to editorial page. Stills, Audio and Video pages are expired.

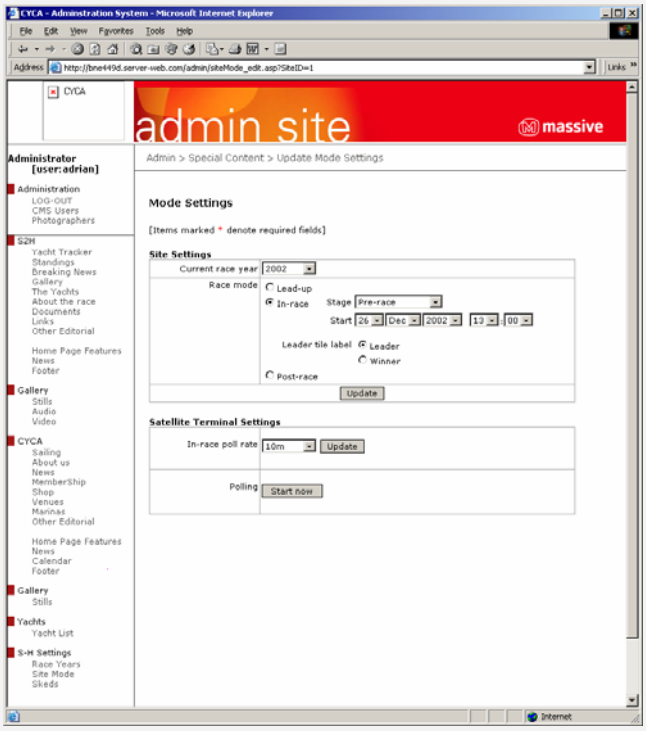
Mode	Change date	Changes
		Audio and Video stories are expired. News title graphics are changed to “News Archive”. **Content changes**

6.2 Site mode controls

Click “Site Mode” on the lower left of the CMS navigation.



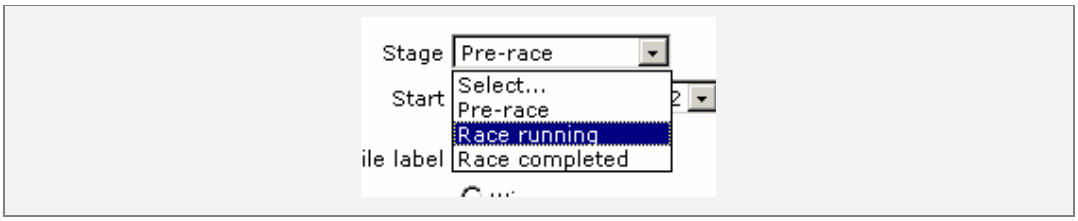
You should see this screen:



6.3 In-race

Starting the race

Just before the race starts change **Stage** from *Pre-race* to *Race running*



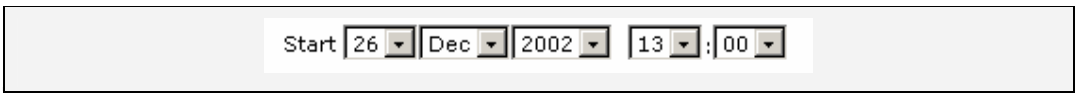
Click Update

You can check that this change has been effected by looking at the homepage. You should see the leader winner tile and the sked promotion.

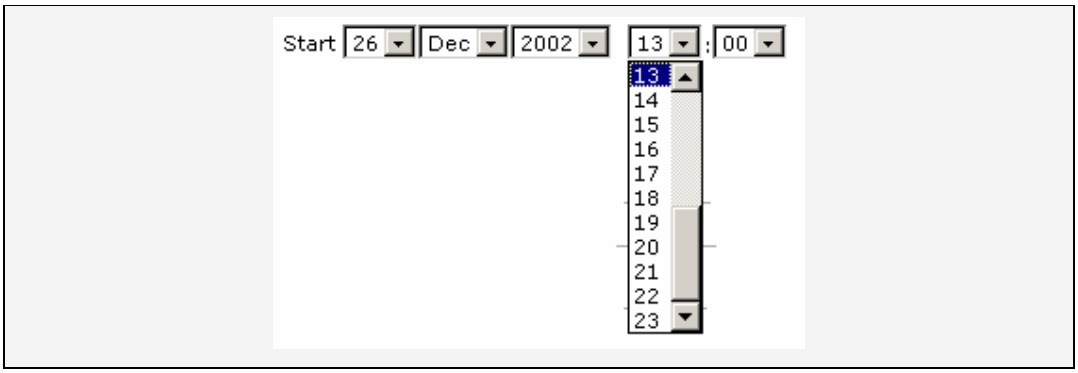
Note: There is a 30 second delay on the update propagating through to the front-end of the site. This means you may need to refresh the homepage several times to see the change.

Changing the start time

The start time is set in this control:



Select the new start-time



Click Update

6.4 Ex-race

Hosting changes

- Give 30 days notice to shutdown load-balanced webservers, media server.
- Shutdown database server and move to web-server.

Gallery changes

- Expire Stills, Audio and Video subsections.
- Expire Audio and Video stories.
- Change The Yachts to editorial type page. Suggested wording:
  Entrants in the next Rolex Sydney Hobart Yacht Race will be listed on this page from mid-November.

7 Skeds (Streaming Audio)

Skeds are played out via streaming audio from the site during the race.

7.1 Approach overview

Skeds are captured in the RYCT radio room using a client Flash application in a web browser on a PC with audio in from the radio console. The Flash application streams the audio to the Flash MX Communications Server hosted at WebCentral. Users connect to this server to receive the audio stream via Flash player application.

In order to do this a dedicated Sked capture PC needs to be set-up in the race management room of the RYCT.

The system requires several steps of set-up and testing.

7.2 Audio capture set-up

The following process, while lengthy and specific, is designed to ensure smooth trouble-free set-up of the sked capture. If any of the following steps are skipped or not followed to the letter, there will be problems with the sked set-up.

Machine set-up

1. Set up the Sked capture machine in the Race Management room at the RYCT.
    - Bill of materials:
        - Desktop PC: P3, 1GHz, 256MB RAM, CD-ROM, 1024 x 768 screen, sound card with line-in female mini-jack connector.
        - Microphone
        - Speakers
        - RCA-to-minijack adaptor
        - RCA leads to reach from radio room to race management room
        - Gaffer tape to tape down leads and secure all connections
    - Machine set-up
        - Create login for race managers to access this PC – should be an administrator level of access to allow installation of software if need be.
        - Machine should also allow remote access for Massive from the ip range 203.62.157
    - Software installed
        - Internet Explorer 6.0.26 plus
        - Flash Player 6.0+
        - iTunes – this will enable Massive to create a sound output to the speakers test the microphone. Rip a CD. Something listenable please.
2. Tape name of PC to top of monitor: “Sked PC”
    - This is so when talking to volunteers on the phone at 2am I can say “go to the sked PC” and be sure they know which one I’m talking about.
3. This machine needs to be connected to the internet over a 256 kbps connection through the RYCT LAN – see below.

Network set-up

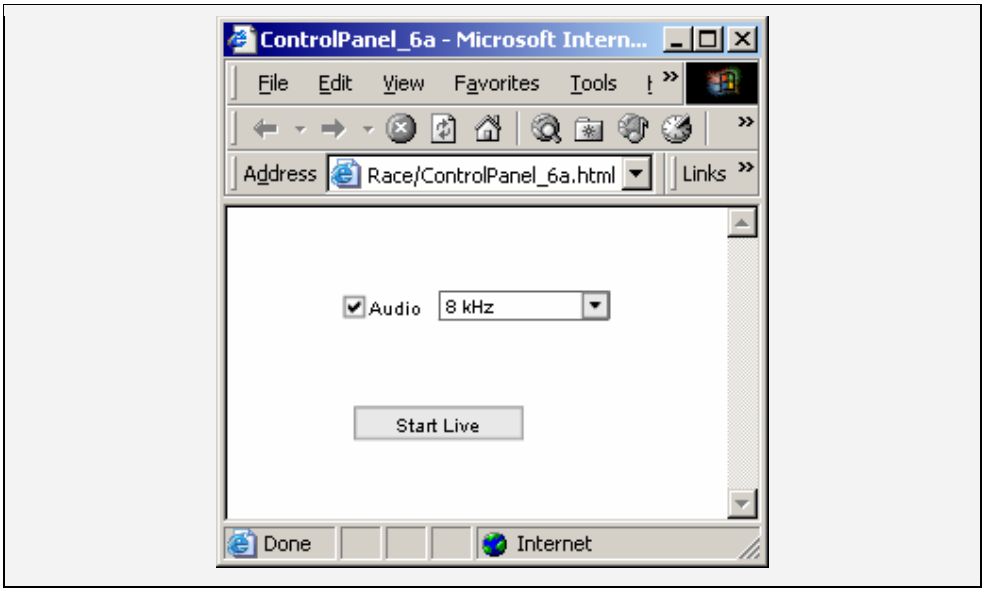
4. Set up the LAN in the race management room at RYCT.
5. Open ports 20, 21, 80, 1935 and 3389 on the firewall for this PC.
    - Remote administrator access to the Sked machine should be enabled on the firewall for Massive on the ip range 203.62.157.

Audio connection set-up

6. Connect radio console audio-out to PC microphone audio-in on the Sked PC via RCA leads and RCA-to-minijack adaptor.
7. Set sound-card control panel of the Sked PC to receive audio input from the microphone audio in jack.
8. Test audio from radio console can be recorded and played back using Windows Sound Recorder.
    - Start Menu > Programs > Accessories > Entertainment > Sound Recorder.

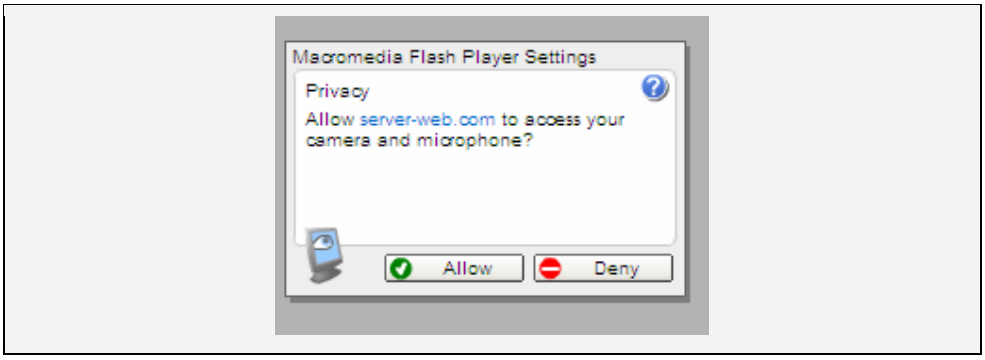
Test Flash MX Communications Server set-up

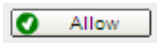
9. Set-up an MP3 player application like iTunes on the PC. Record a music CD to the iTunes library.
    - Choose a CD that won't get on people's nerves when listened to for a long time.
10. Start playing the CD on repeating loop with a decent audio level out of the speakers..
11. Plug in the microphone and point it at the speakers.
12. Open a web browser and enter the following URL http://admin.cyca.com.au/sked_broadcast.asp
    - During the race you will need to login to the CMS and access the sked panel from there.
13. You will see the audio capture application:



    - Note 8 kHz refers to the quality of the compression. The higher the number the lower the compression rate and the better the audio quality. Low compression is good, because it means low traffic charges.
14. Click

15. If this is the first time you have started the stream in this window, you should see the following dialog box:



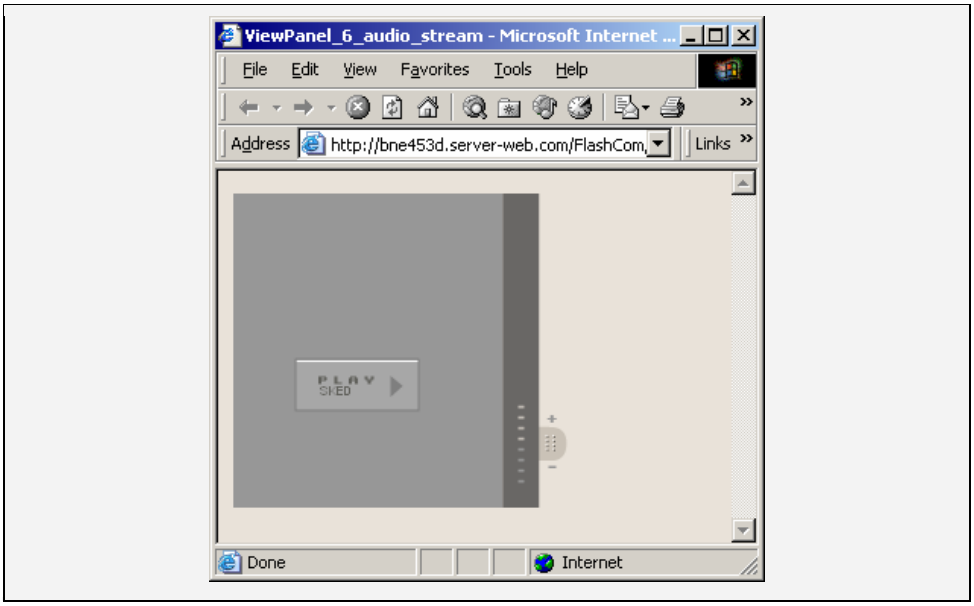
16. Click 

17. The button will change to

The streaming is now running.

18. At this point call Adrian Wiggins (Massive Interactive) on 0412 469 309 to confirm set-up.

19. Open a web browser on a different machine with speakers log in to the CMS, set the race to **Sydney Hobart**, click **Skeds** and click **Check Sked Stream**.



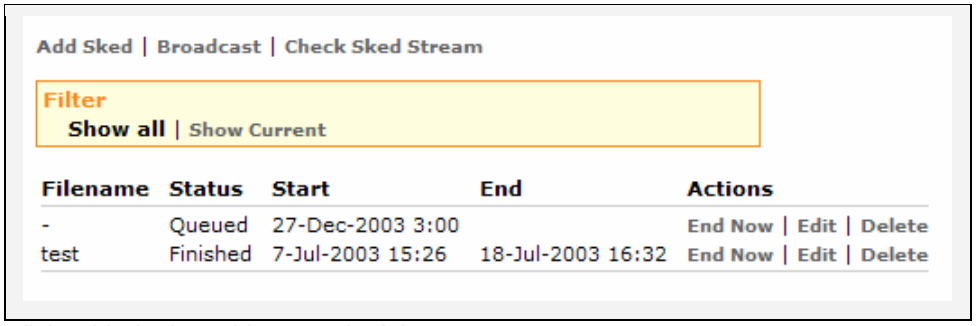
20. Click

You should hear the stream playing-out on the speakers of your machine.

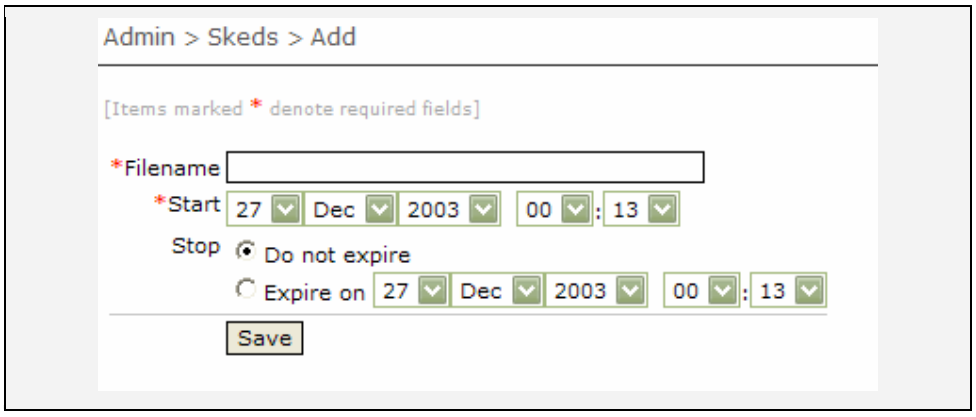
7.3 Setting the Sked Times

Setting up a sked time

1. Click **Skeds** on the lower left of the CMS navigation.
2. You should see the list of sked times.
   - Shown here are two skeds that have been set-up.


Add Sked | Broadcast | Check Sked Stream
Filter
Show all | Show Current
Filename Status Start End Actions
- Queued 27-Dec-2003 3:00 End Now | Edit | Delete
test Finished 7-Jul-2003 15:26 18-Jul-2003 16:32 End Now | Edit | Delete

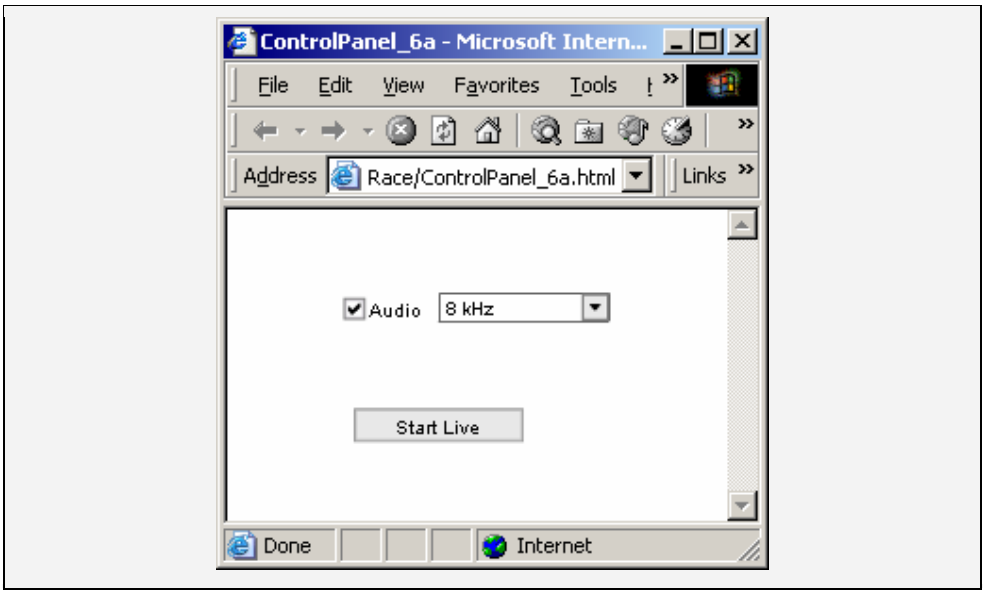
3. Click Add Sked to add a new sked time.


Admin > Skeds > Add
[Items marked * denote required fields]
*Filename
*Start 27 Dec 2003 00 : 13
Stop Do not expire
Expire on 27 Dec 2003 00 : 13
Save

4. A filename is unnecessary – enter a dash.
5. Set the start time. Click **Save**.

Pre-sked audio checks

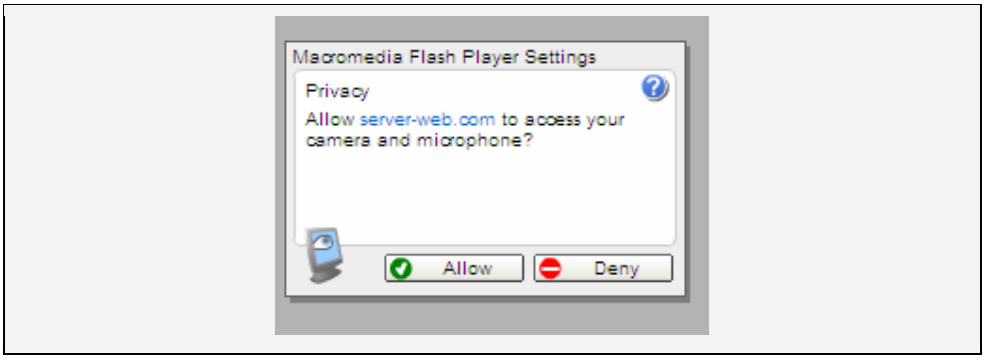
6. 30 minutes before the sked is to commence login to the CMS and navigate to **Skeds**.
7. Ensure there is audio-in to the PC from the radio console. If necessary tune the radio console to ABC radio 936 kHz.
8. Log in to the CMS, set the race to **Sydney Hobart**, click **Skeds** and click **Broadcast**
   - You will see the audio capture application:

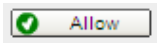


- Note 8 kHz refers to the quality of the compression. The higher the number the lower the compression rate and the better the audio quality. Low compression is good, because it means low traffic charges.

9. Click

10. If this is the first time you have started the stream in this window, you should see the following dialog box:

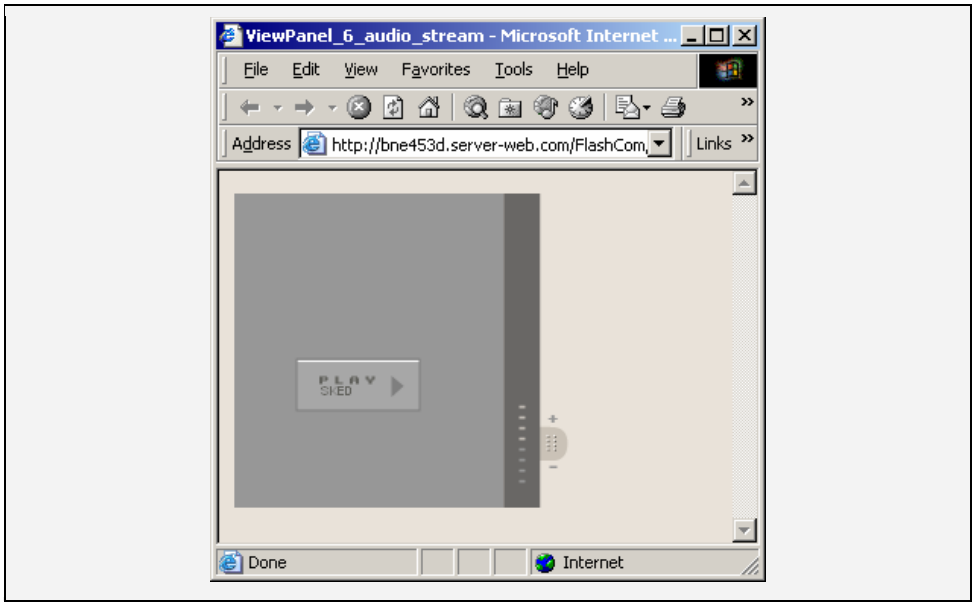


11. Click 

12. The button will change to

The streaming is now running.

13. Open a web browser on a different machine with speakers log in to the CMS, set the race to **Sydney Hobart**, click **Skeds** and click **Check Sked Stream**.



14. Click

You should hear the stream playing-out on the speakers of your machine.

15. Once you are satisfied with the audio levels click

Starting the sked

16. At the hour of the sked check that the radio console is still connected to the PC.
17. On the hour of the sked follow step 8 above.
18. 1 minute before the sked follow steps 9 to 14 above.
    - This is to ensure that the sked audio stream is available when the sked players are accessed by users.
    - Note: steps 10 and 11 may not be required due to earlier test.

Monitoring the sked

19. While the sked is running monitor the audio-in to ensure that only exchanges acceptable for broadcast are streamed out.

What happens on the front end?

20. Until race time 0:14:00:00 (27/12 3:00), the homepage tile promoting the sked will look like this:

21. At the time of the sked, the tile will change to “Sked now on” and become a link to the sked player:

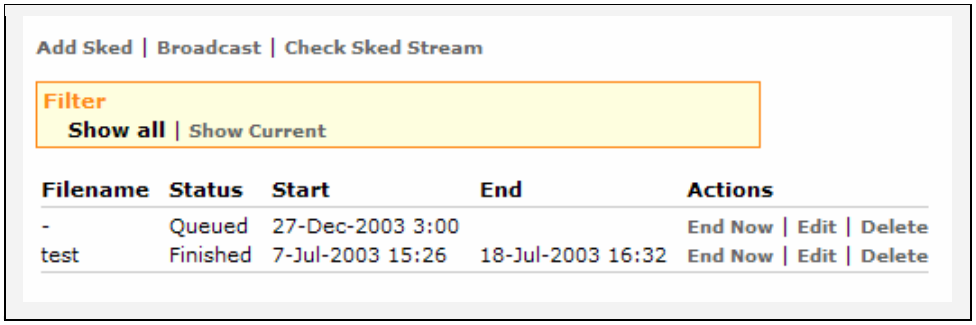
Rolex Sydney Hobart Yacht Race 2002 - Microsoft Internet Expl...
PLAY SKED
Sked
The sked is a twice-daily position report or schedule (hence "skeds") with the fleet in major ocean races during which each yacht reports its latitude and longitude to the radio relay vessel.
CLOSE

22. Check the quality of the audio coming through for volume and white noise. If the quality is poor change the kHz setting to 11 or 22.
    - There is no need to stop and start the stream to do this and it should have a near immediate effect.

Stopping the sked

23. In the case of either an emergency or a normal stop to the sked streaming simply click

24. In the Skeds listing click **End Now** for the currently scheduled sked.


Add Sked | Broadcast | Check Sked Stream
Filter
Show all | Show Current
Filename Status Start End Actions
- Queued 27-Dec-2003 3:00 End Now | Edit | Delete
test Finished 7-Jul-2003 15:26 18-Jul-2003 16:32 End Now | Edit | Delete

25. Follow steps 3 to 5 above to set-up the next sked time.

8 Producing On-demand Audio and Video

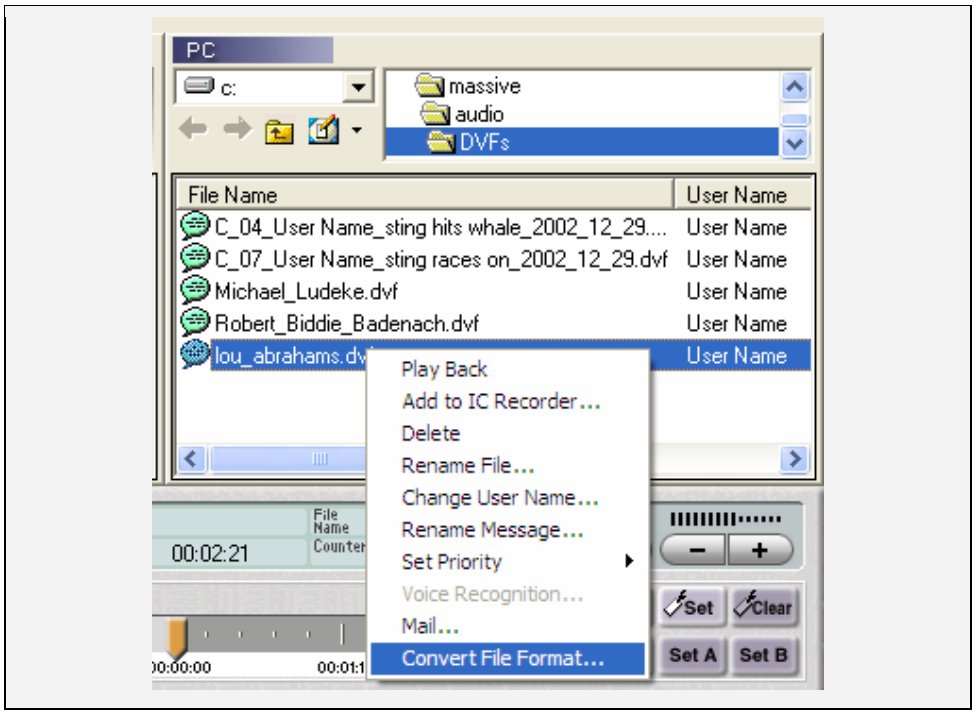
8.1 Setup

1. Create the following directories for working with your various files:
   - *site/media*
   - *site/media/DVFs*
   - *site/media/WAVs*
   - *site/media/FLVs*
   - *site/media/video*
2. Install Sony Digital Voice Editor Software
3. Install Sorenson Squeeze
   - Create a shortcut to Sorenson Squeeze in the */media/WAVs* and */media/video* directories
4. Install Leech FTP
   - See *Section 7 Leech FTP* for more details

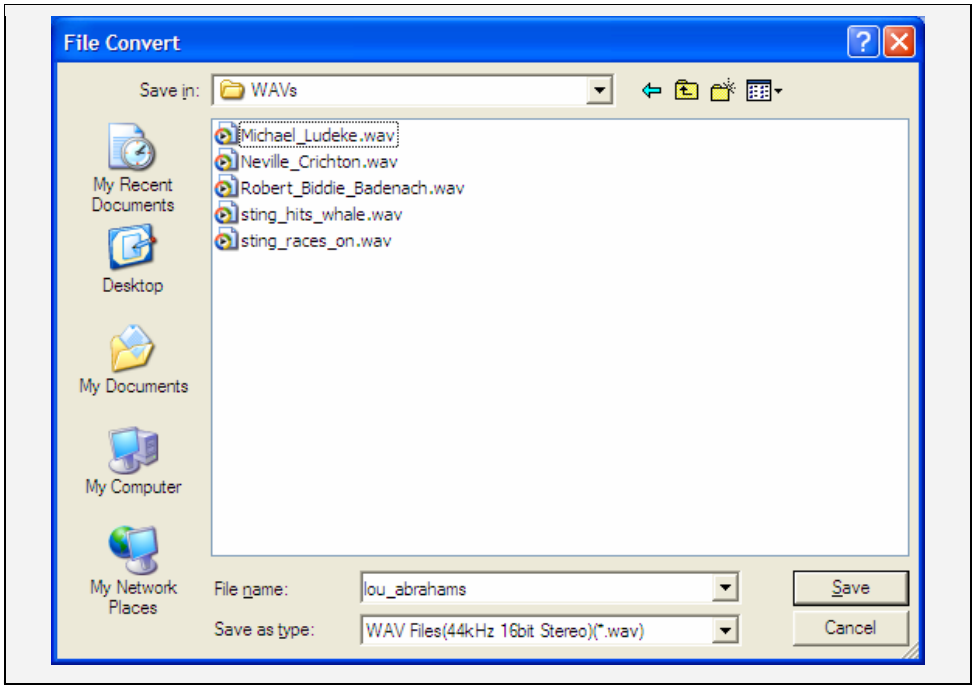
8.2 Creating Audio FLVs

Import from the Sony IC Recorder

1. Open the .DVF in Sony Voice Editor
2. Right-click filename to be converted.
3. Select **Convert File Format**

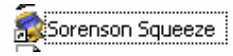


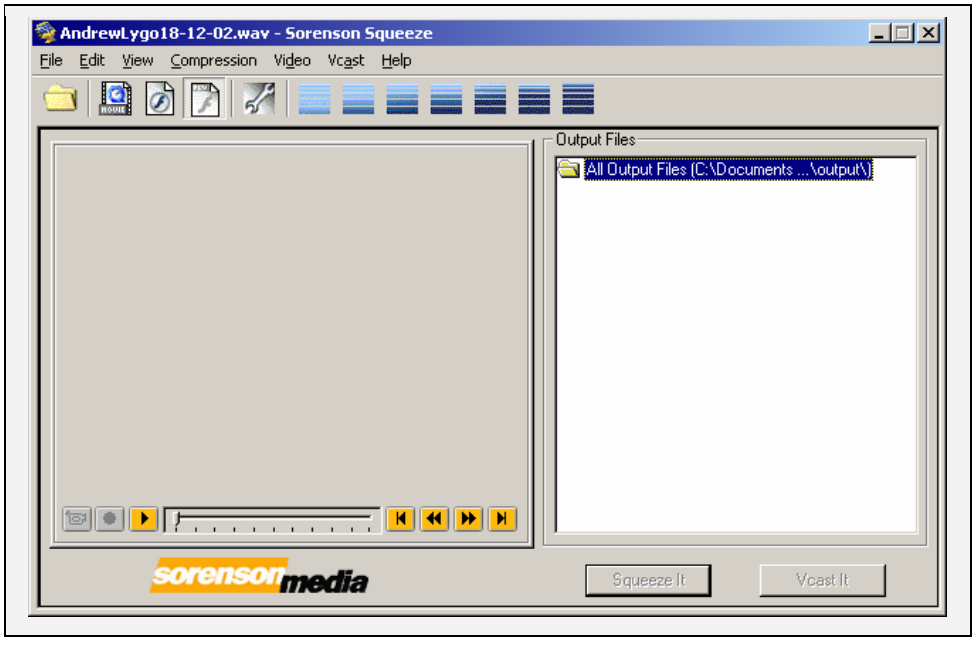
4. Save the file in the format “WAV Files (44kHz 16bit Stereo)” with a short meaningful filename under */WAVs*



Convert .WAV to .FLV

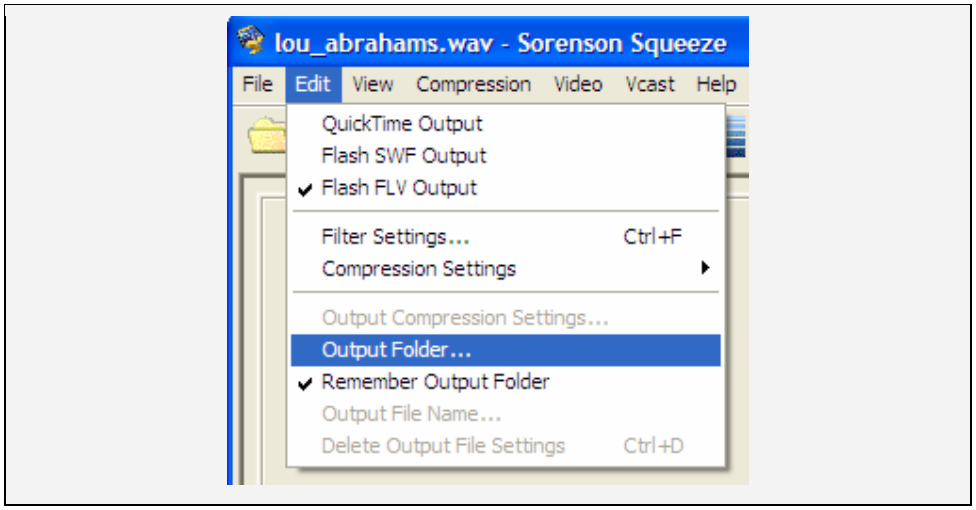
5. In the */WAVs* directory drag and drop the .WAV file onto Sorenson Squeeze



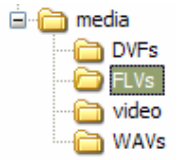


First run only

6. For the first file that you process on a machine you should also set the default output directory and compression settings.



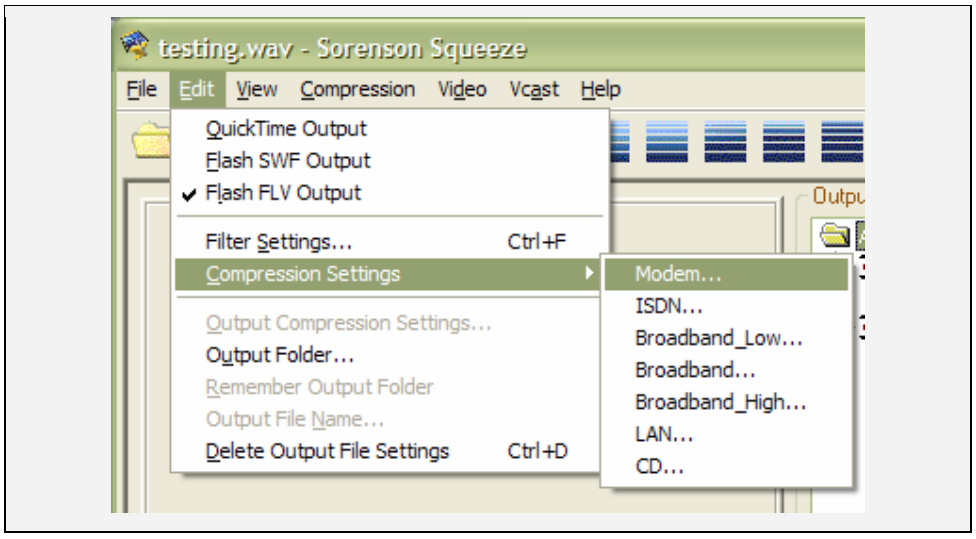
7. Select */FLVs*



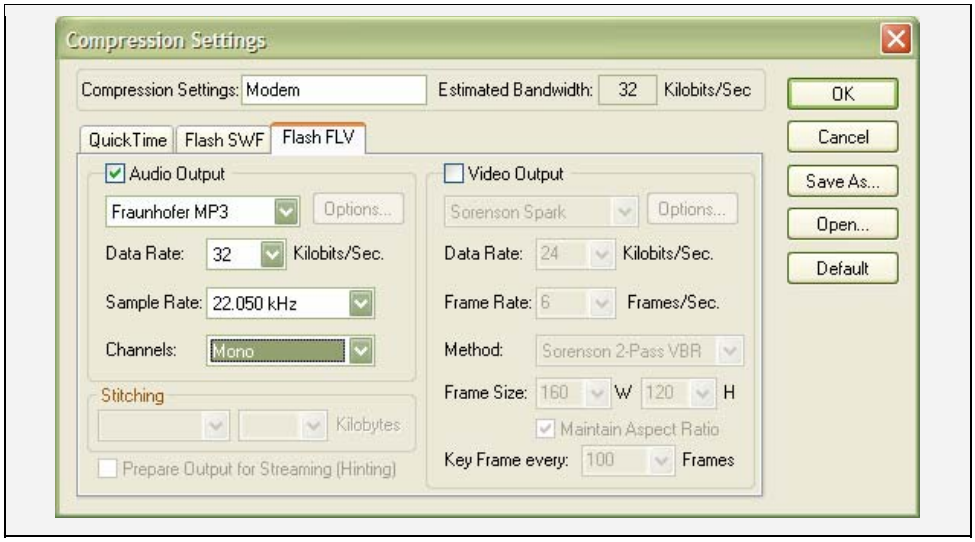
8. Click **OK**

9. Tick **Remember Output Folder**

10. Set the default compression filter settings for Modem

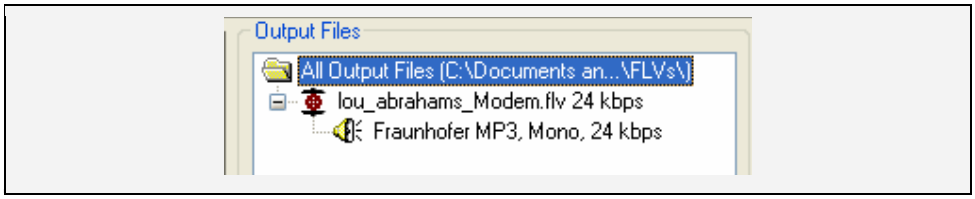


11. Make the following settings for audio on Modem:
    - Toggle Audio Output: **Fraunhofer MP3**
    - Data Rate: **8** Kilobits/Sec
    - Sample Rate: **22.050** kHz
    - Channels: **Mono**
    - Untoggle Video Output



Output files

12. Toggle Flash .FLV button only.
13. Toggle Modem quality button (first blue striped button on the left).
14. You should now see your output files:



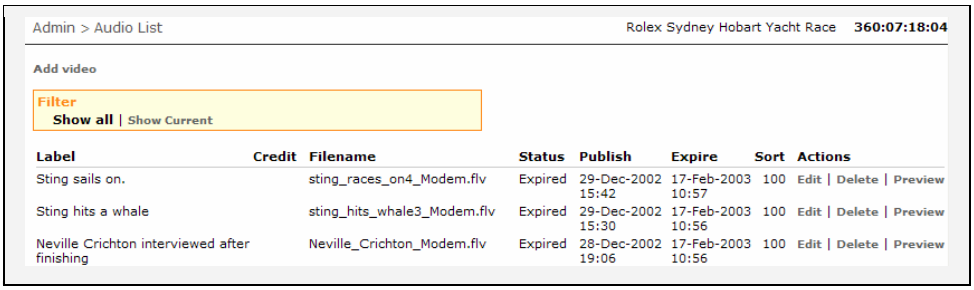
15. Click **Squeeze It**
16. You have now optimised and converted your file to .FLV saved into the */media/audio/FLVs* directory
17. Leave Sorenson Squeeze open in case you need to change the optimisation settings.

FTP to server

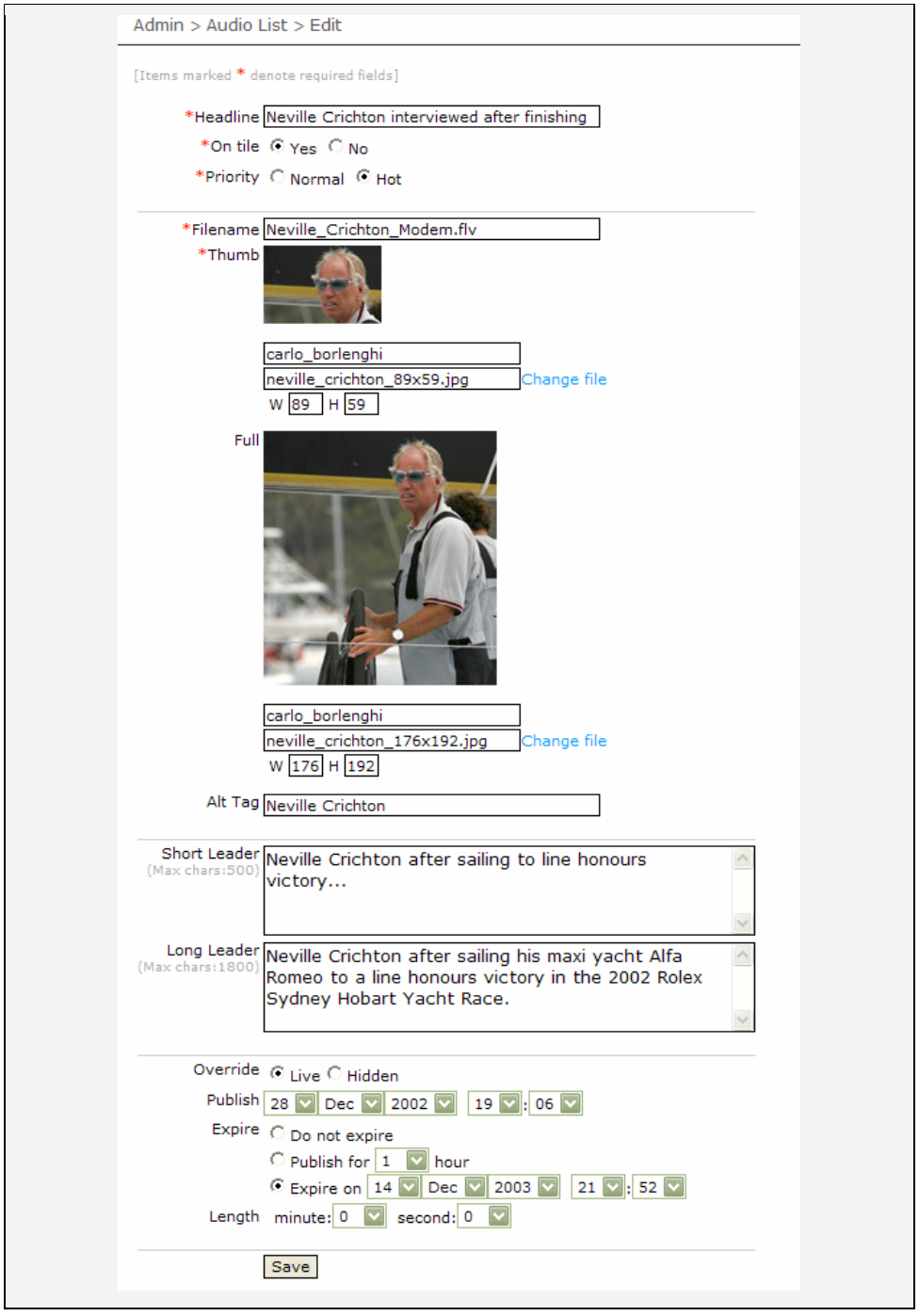
18. FTP the file up to the server.
    - *To be advised*
19. Test the file with the following URL. Replace streamSource=*filename* with the name of the file minus its file extension.

Set-up an audio story in the CMS

20. Login to the CMS
21. Navigate to the site, race and race year that you wish to add the audio story to.
22. Click **Audio**
23. You should see the audio listing


Admin > Audio List
Rolex Sydney Hobart Yacht Race 360:07:18:04
Add video
Filter
Show all | Show Current
Label Credit Filename Status Publish Expire Sort Actions
Sting sails on. sting_races_on4_Modem.flv Expired 29-Dec-2002 15:42 17-Feb-2003 10:57 100 Edit | Delete | Preview
Sting hits a whale sting_hits_whale3_Modem.flv Expired 29-Dec-2002 15:30 17-Feb-2003 10:56 100 Edit | Delete | Preview
Neville Crichton interviewed after finishing Neville_Crichton_Modem.flv Expired 28-Dec-2002 19:06 17-Feb-2003 10:56 100 Edit | Delete | Preview

24. Click **Add Audio**


Admin > Audio List > Edit
[Items marked * denote required fields]
*Headline Neville Crichton interviewed after finishing
*On tile Yes No
*Priority Normal Hot
*Filename Neville_Crichton_Modem.flv
*Thumb
carlo_borlenghi
neville_crichton_89x59.jpg Change file
W 89 H 59
Full
carlo_borlenghi
neville_crichton_176x192.jpg Change file
W 176 H 192
Alt Tag Neville Crichton
Short Leader (Max chars:500) Neville Crichton after sailing to line honours victory...
Long Leader (Max chars:1800) Neville Crichton after sailing his maxi yacht Alfa Romeo to a line honours victory in the 2002 Rolex Sydney Hobart Yacht Race.
Override Live Hidden
Publish 28 Dec 2002 19 : 06
Expire Do not expire
Publish for 1 hour
Expire on 14 Dec 2003 21 : 52
Length minute: 0 second: 0
Save

Element	Description
Headline	Label is used as the link to the page in the navigation. • This should be a two or three words.
On tile	Sets whether the story is promoted on the homepage tile.
Priority	The priority is the overall sort order of the story.

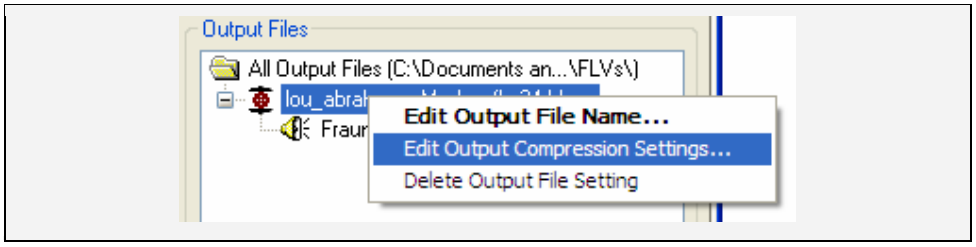
Element	Description
	• Stories are ordered by their priority then in descending order of publication date.
File name	The filename stem of the audio file. • Note for a filename *Neville_Crichton_Modem.flv* output from Sorenson squeeze, set only "Neville_Crichton" in the filename. • The player will append the connection speed.
Length	The length of the clip. • Used to control the progress slider on the player.
Thumb	File name for the editorial image. • For information on selecting images please see *Section 4 Gallery Reference*
Full	Full size image for display on the pop-up audio player.
Directory	Directory of the image. In this case it is the name of the photographer. • Set automatically.
W	Width of the image. • Set automatically.
H	Height of the image. • Set automatically.
Alt	Alt tag for the editorial image. This is the text that appears while a user is mousing over the image. • Set automatically. • Should be updated to suit the context.
Short Leader	Short leader for the story, published under the headline on the tile.
Long Leader	Long leader for the story – this is shown on the player pop-up.
Override	Controls whether the page is published in the site regardless of its publish and expire dates.
Publish	The calendar date time that the page is available in the site.
Expires	The calendar date time that the page is no longer available in the site. • Expiry date may be set to a duration, an explicit date time, or to not expire.

25. Click **Save**.
    - The story is not stored until you click **Save**.
26. View the story in the front-end to see if it is OK.
27. The optimisation settings may need to be checked. If the audio

Changing the optimisation settings

28. Return to Sorenson Squeeze

29. Right-click the .FLV filename

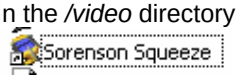


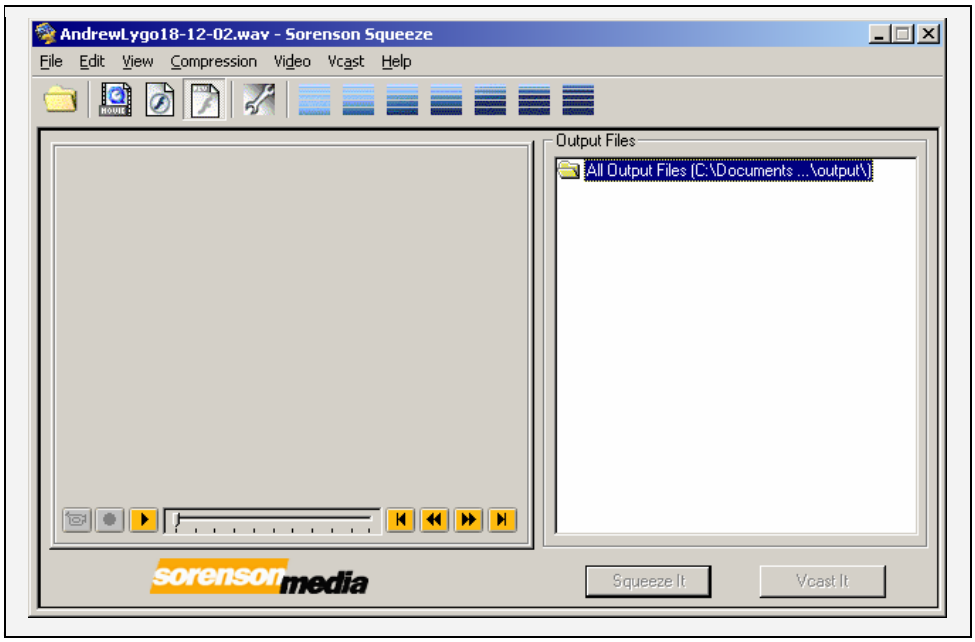
30. Select **Edit Output Compression Settings…**
31. Change the settings as appropriate.
32. Click **OK**
33. Click **Squeeze It**
34. FTP the file and recheck

8.3 Creating Video FLVs

Convert .MOV to .FLV

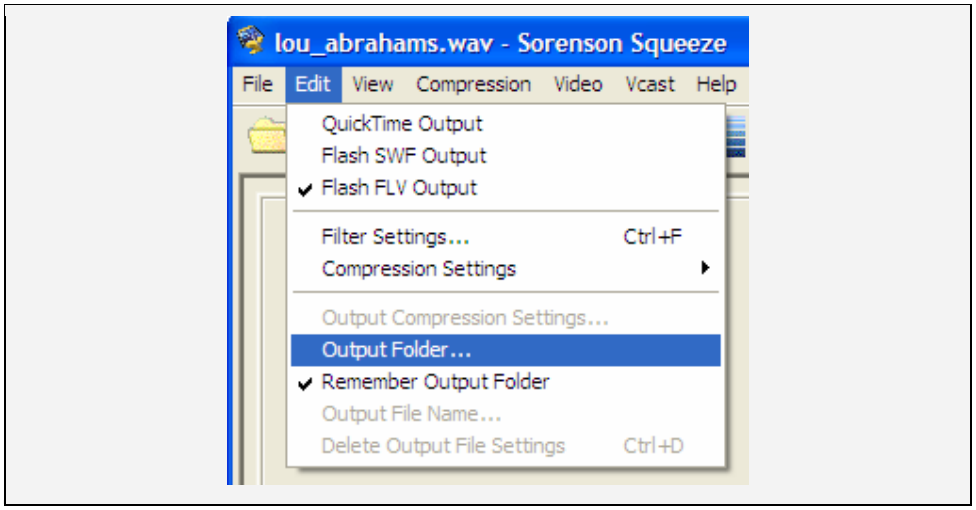
1. In the */video* directory drag and drop the .MOV file onto Sorenson Squeeze



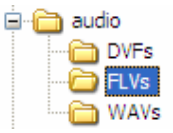


First run only

2. For the first file that you process on a machine you should also set the default output directory. This should only need to be done once.

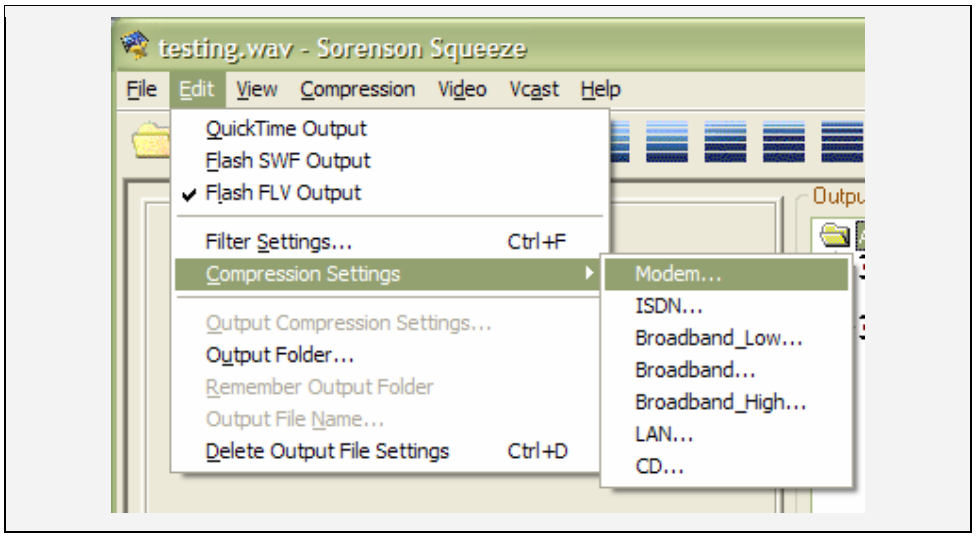


3. Select */FLVs*

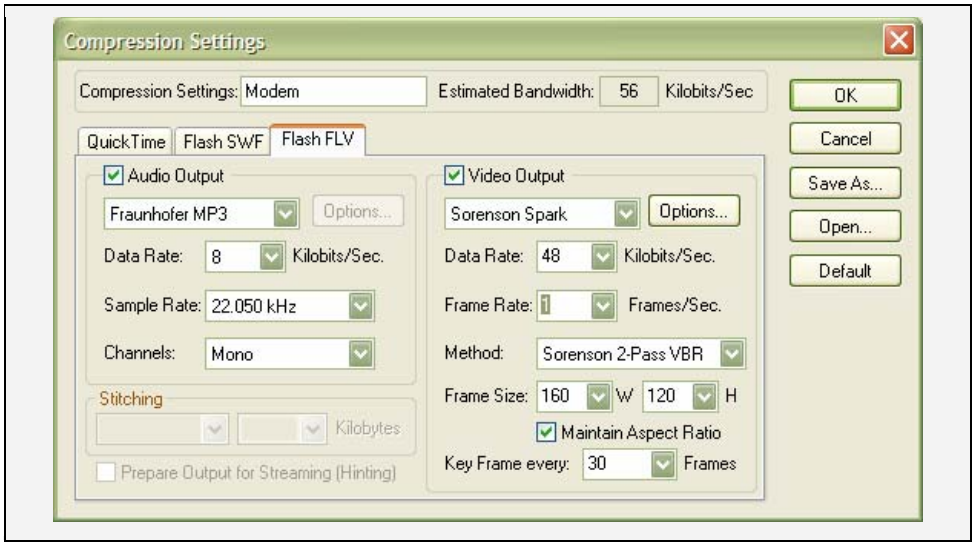


4. Click **OK**

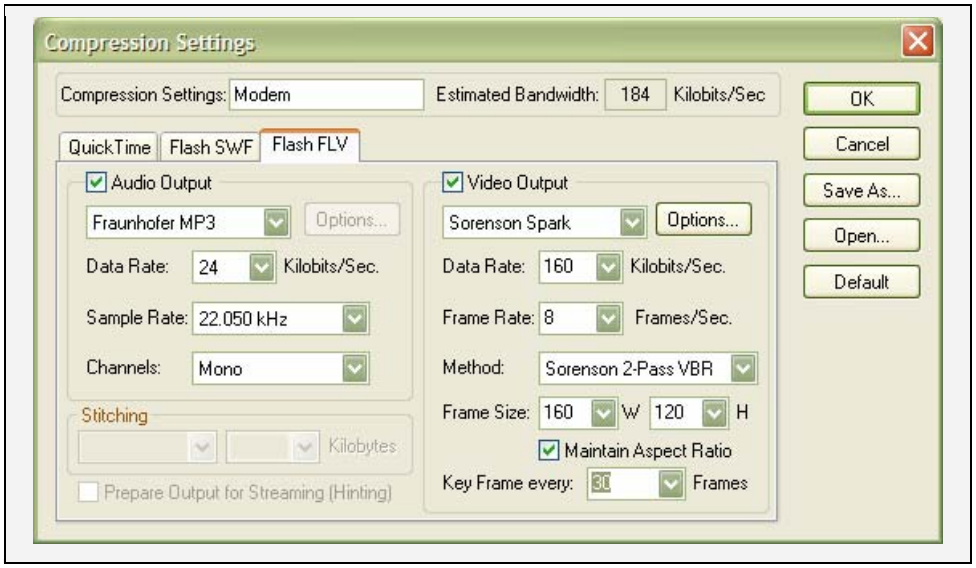
5. Set the default filter settings for Modem and Broadband.



6. Make the following settings for video on Modem:
    - Toggle Audio Output: **Fraunhofer MP3**
    - Data Rate: **8** Kilobits/Sec
    - Sample Rate: **22.050** kHz
    - Channels: **Mono**
    - Toggle Video Output: **Sorenson Spark**
    - Data Rate: **48** Kilobits/Sec
    - Frame Rate: **1** Frames/Sec
    - Method: **Sorenson 2-Pass VBR**
    - Frame Size: **160 x 120**
    - Key frame every: **30**

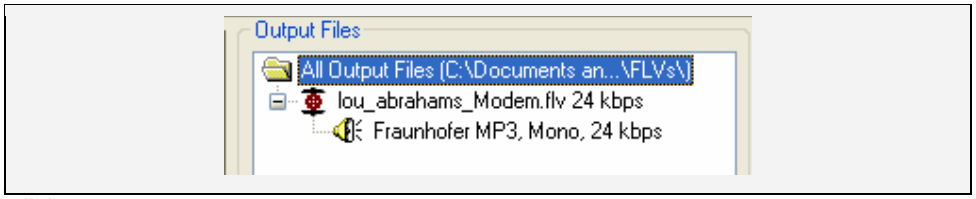


7. Make the following settings for video on Broadband:
   - Toggle Audio Output: **Fraunhofer MP3**
   - Data Rate: **24** Kilobits/Sec
   - Sample Rate: **22.050** kHz
   - Channels: **Mono**
   - Toggle Video Output: **Sorenson Spark**
   - Data Rate: **160** Kilobits/Sec
   - Frame Rate: **8** Frames/Sec
   - Method: **Sorenson 2-Pass VBR**
   - Frame Size: **160 x 120**
   - Key frame every: **30**



Output files

8. Toggle Flash .FLV button only.
9. Toggle Modem quality button (first blue striped button on the left) and the Broadband quality button (middle button)
10. You should now see your output files:



11. Click **OK**
12. Click **Squeeze It**

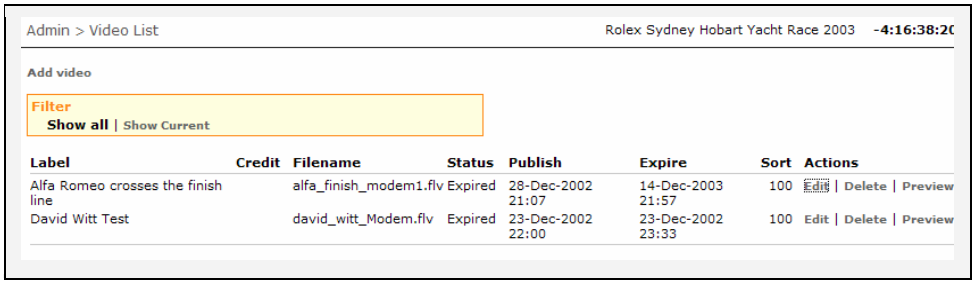
13. You have now optimised and converted your file to .FLV saved into the */media/audio/FLVs* directory
14. Leave Sorenson Squeeze open in case you need to change the optimisation settings.

FTP to server

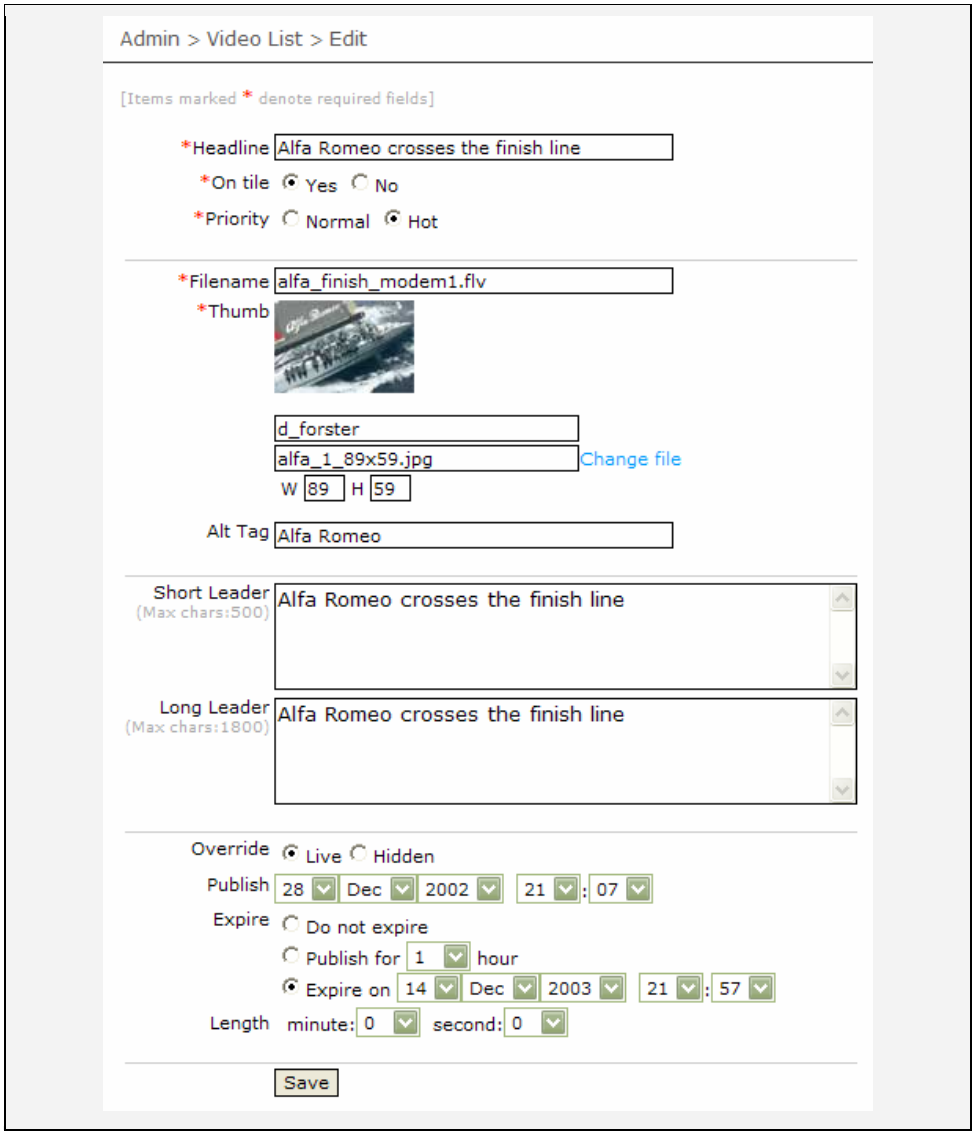
15. FTP the file up to the server.

Set-up a video story in the CMS

16. Login to the CMS
17. Navigate to the site, race and race year that you wish to add the audio story to.
18. Click **Video**
19. You should see the audio listing


Admin > Video List
Rolex Sydney Hobart Yacht Race 2003 -4:16:38:2(
Add video
Filter
Show all | Show Current
Label Credit Filename Status Publish Expire Sort Actions
Alfa Romeo crosses the finish line alfa_finish_modem1.flv Expired 28-Dec-2002 21:07 14-Dec-2003 21:57 100 Edit | Delete | Preview
David Witt Test david_witt_Modem.flv Expired 23-Dec-2002 22:00 23-Dec-2002 23:33 100 Edit | Delete | Preview

20. Click **Add Video**


Admin > Video List > Edit
[Items marked * denote required fields]
*Headline Alfa Romeo crosses the finish line
*On tile Yes No
*Priority Normal Hot
*Filename alfa_finish_modem1.flv
*Thumb
d_forster
alfa_1_89x59.jpg Change file
W 89 H 59
Alt Tag Alfa Romeo
Short Leader (Max chars:500) Alfa Romeo crosses the finish line
Long Leader (Max chars:1800) Alfa Romeo crosses the finish line
Override Live Hidden
Publish 28 Dec 2002 21 : 07
Expire Do not expire
Publish for 1 hour
Expire on 14 Dec 2003 21 : 57
Length minute: 0 second: 0
Save

8.

Element	Description
Headline	9. Label is used as the link to the page in the navigation. • This should be a two or three words.
On tile	Sets whether the story is promoted on the homepage tile.
Priority	The priority is the overall sort order of the story. • Stories are ordered by their priority then in descending order of publication date.
File name	10. The filename stem of the audio file. • Note for a filename *Neville_Crichton_Modem.flv* output from Sorenson squeeze, set only “Neville_Crichton” in the filename. • The player will append the connection speed.

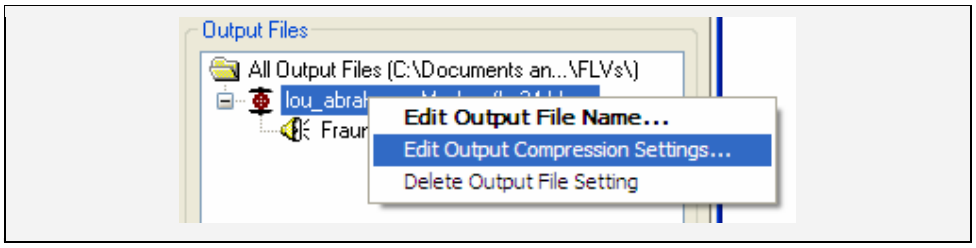
Element	Description
Length	11. The length of the clip. • Used to control the progress slider on the player.
Thumb	File name for the editorial image. • For information on selecting images please see *Section 4 Gallery Reference*
Directory	Directory of the image. In this case it is the name of the photographer. • Set automatically.
W	Width of the image. • Set automatically.
H	Height of the image. • Set automatically.
Alt	Alt tag for the editorial image. This is the text that appears while a user is mousing over the image. • Set automatically. • Should be updated to suit the context.
Short Leader	Short leader for the story, published under the headline on the tile.
Long Leader	Long leader for the story – this is shown on the player pop-up.
Override	Controls whether the page is published in the site regardless of its publish and expire dates.
Publish	The calendar date time that the page is available in the site.
Expires	The calendar date time that the page is no longer available in the site. • Expiry date may be set to a duration, an explicit date time, or to not expire.

12.

21. Click **Save**.
    - The story is not stored until you click **Save**.
22. View the story in the front-end to see if it is OK. The optimisation settings may need to be checked.

Changing the optimisation

23. After setting the files in the CMS, you may decide to change the optimisations for this particular file. In this case
24. Right-click the .FLV filename



25. Select **Edit Output Compression Settings…**
26. Change the settings as appropriate.
27. Click **OK**
28. Click **Squeeze It**
29. FTP the file and recheck

9 Troubleshooting

9.1 Cache Problems

Occasionally you will view a page and be fairly certain that you are not looking at the latest version of that page. This will be most apparent to you on your own site.

Caching will typically occur on a proxy server on your own network , and also locally on your own browser client.

9.1.1 Your proxy server

Contact your network admin and ask for the caching on the site you are administering to be switched off. This will mean that you always get the latest version of your site from the server.

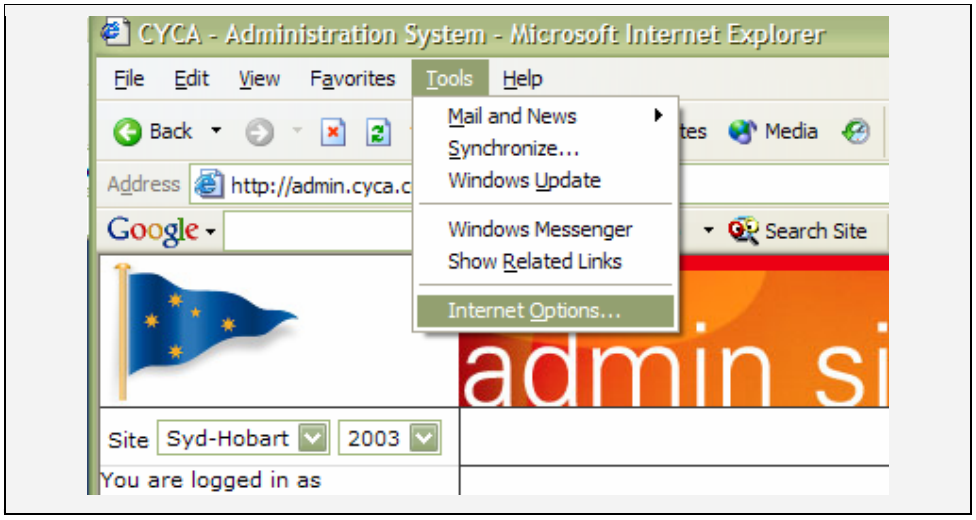
You can also bypass your proxy server as part of your browser client settings – see below.

9.1.2 Your Browser Settings

This section describes modifying your own browser settings.

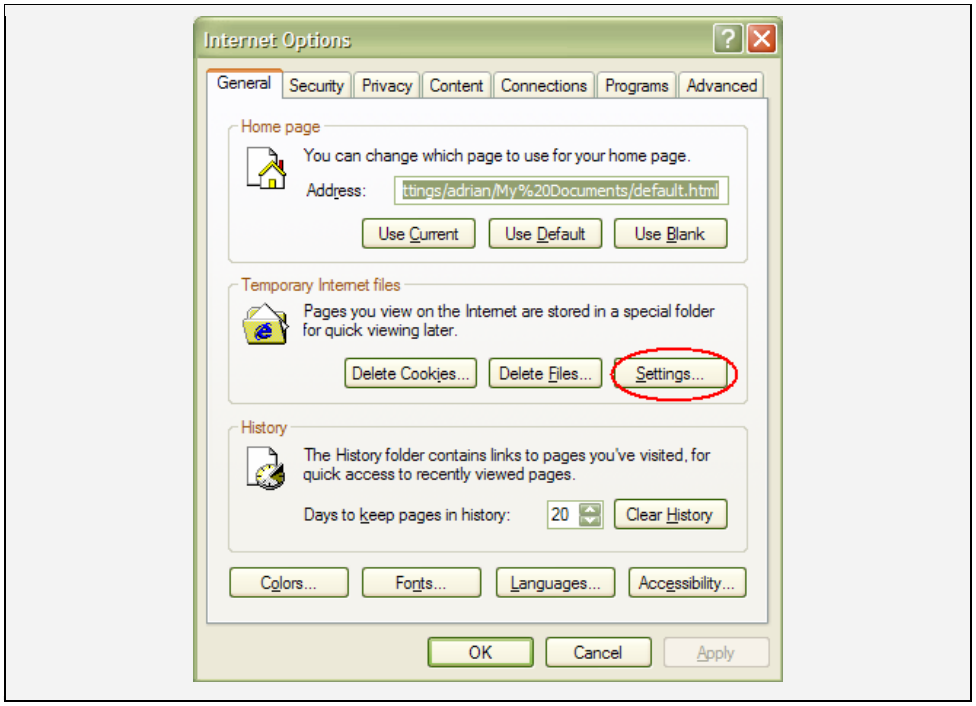
- If you are on a home dial-up account, or are sensitive to the cost of traffic, changing these settings will increase your traffic to all sites. After administering the site you should revert these settings.

1. In Internet Explorer select Tools > Internet Options

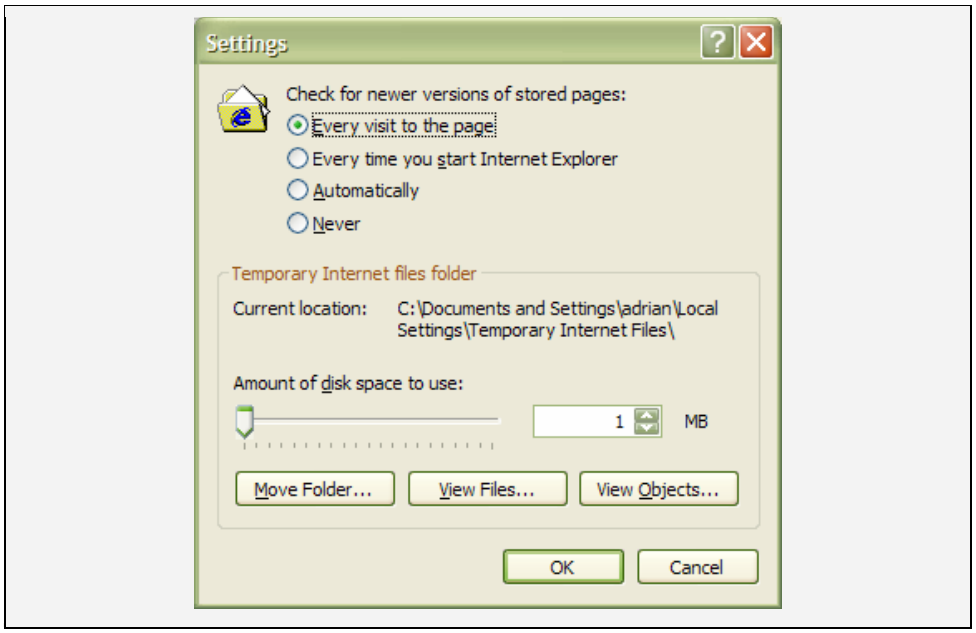


Caching

2. Under General > Temporary Internet Files, click **Settings**



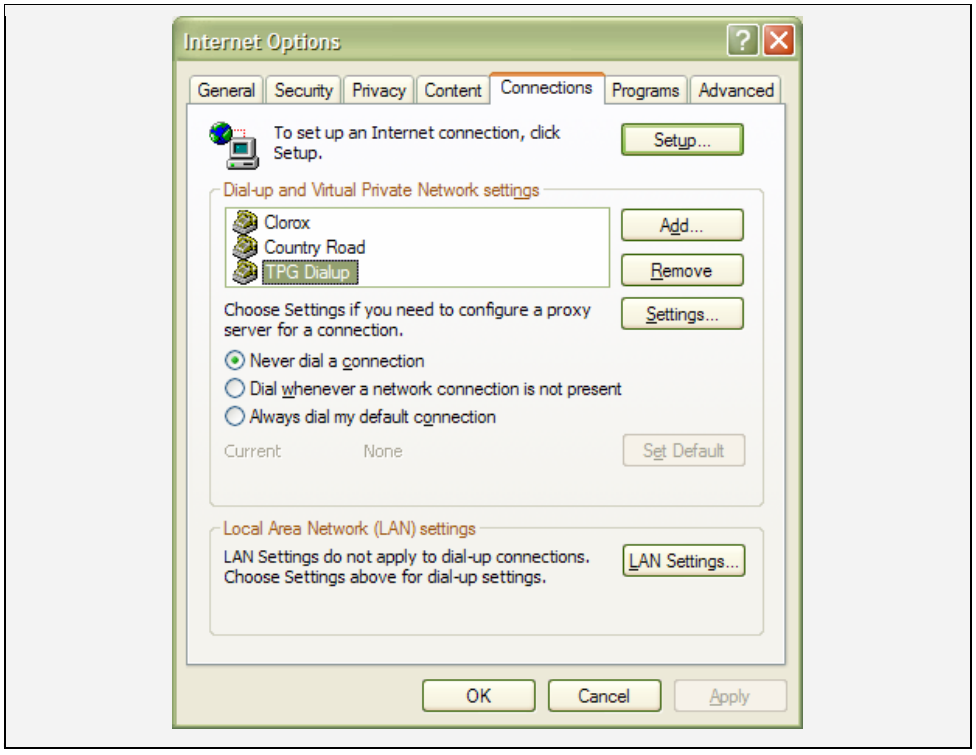
3. Change the settings to “Every visit to the page” and 1MB of disk space.



4. Click **OK**

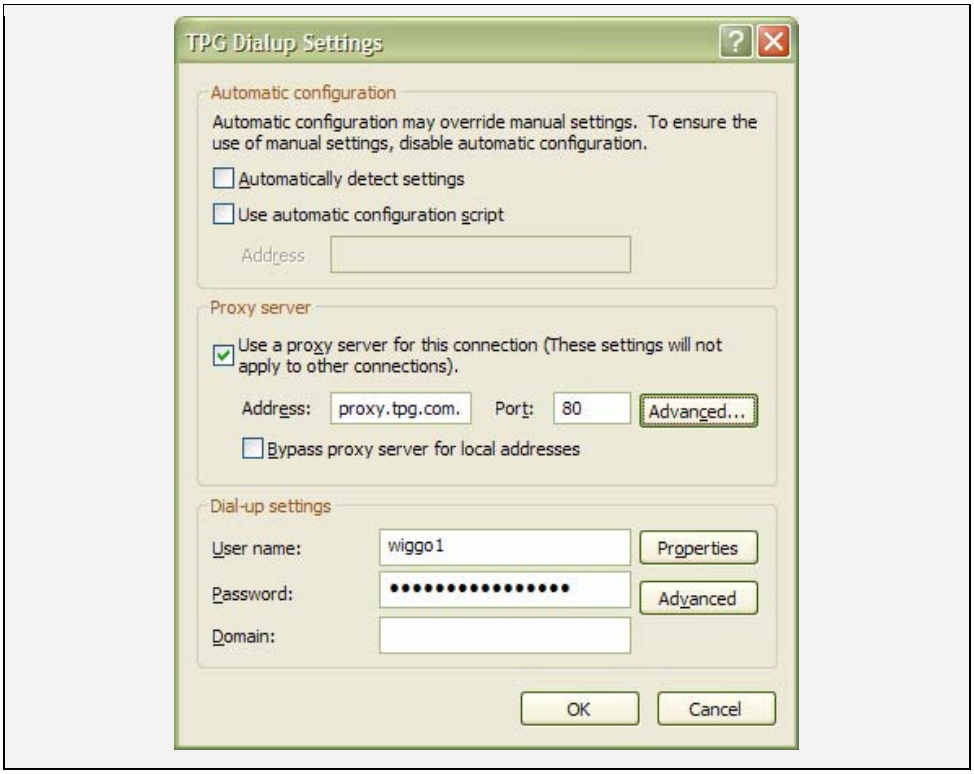
Proxy server

5. Click **Connections**

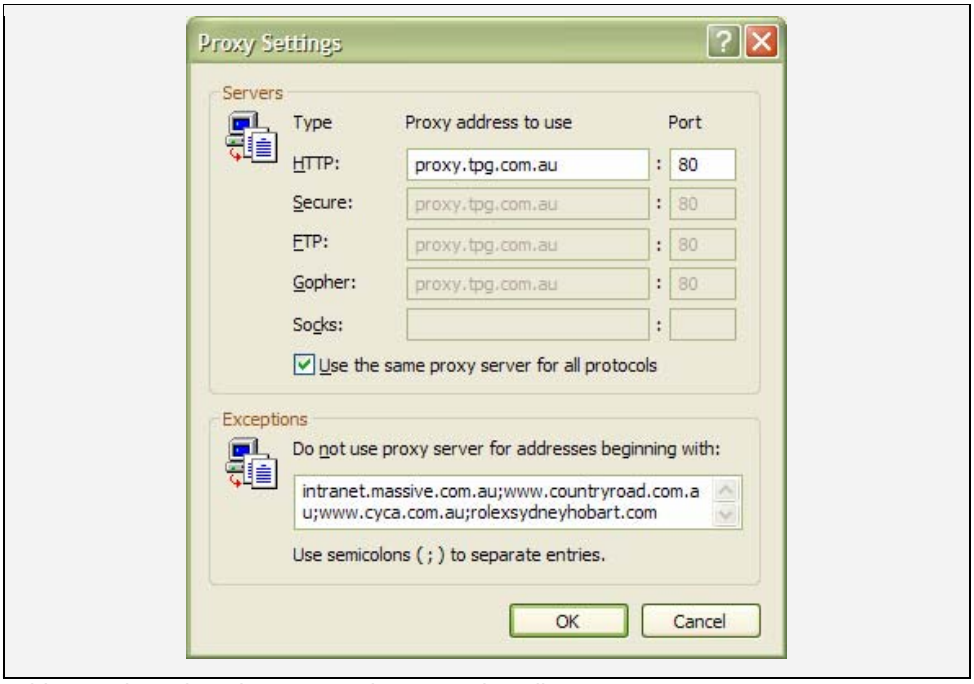


6. Select the connection you are using to browse the site.
   - If on dial-up select the appropriate connection under the Dial-up heading. Click **Settings.**
   - If on a corporate LAN, click **LAN Settings**.

Dial-up Settings

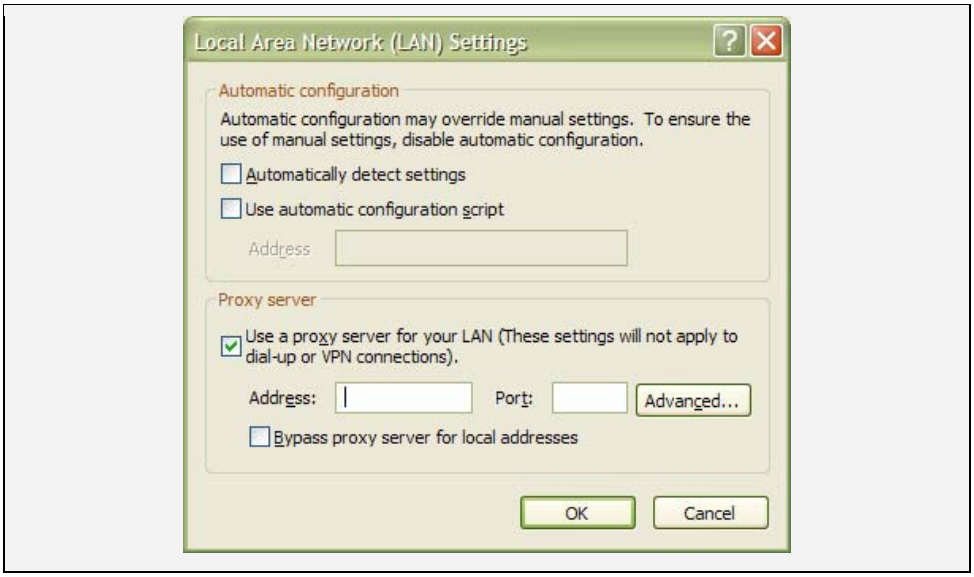


7. Click **Advanced**



8. Add your site's domain name to the Exceptions list.
9. Click **OK** on the three screens.

LAN settings


Local Area Network (LAN) Settings
Automatic configuration
Automatic configuration may override manual settings. To ensure the use of manual settings, disable automatic configuration.
Automatically detect settings
Use automatic configuration script
Address
Proxy server
Use a proxy server for your LAN (These settings will not apply to dial-up or VPN connections).
Address:
Port:
Advanced...
Bypass proxy server for local addresses
OK
Cancel

10. If “User a proxy server” has been checked, Click **Advanced**

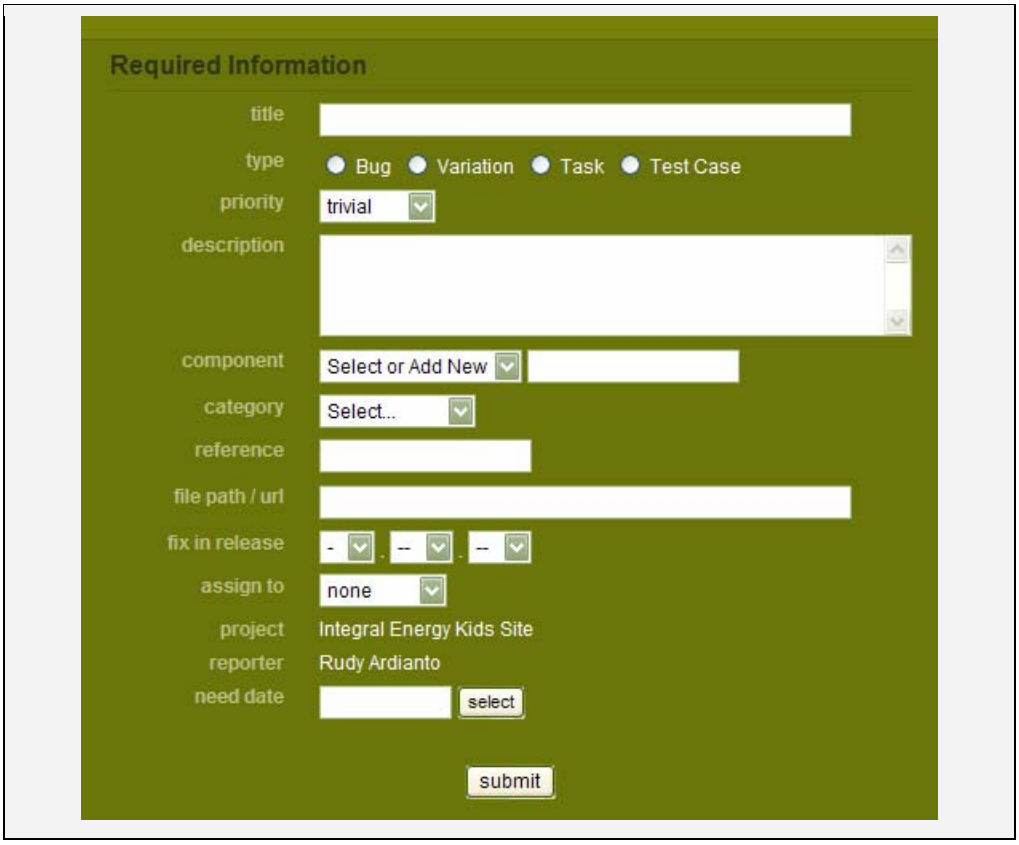
11. Add your site’s domain name to the Exceptions list.
12. Click **OK** on the three screens.

9.2 Notifying Massive of Changes to the site or Bugs

9.2.1 Logging a bug notification or work request (Variation)

This section describes how to notify Massive of changes or bugs in the site.

2. Login to the massive extranet at http://extranet.massive.com.au
3. If you have more than one project with Massive you will need to navigate to the project in which you are making notification.
4. If the item is a bug, review the tracker to see if your bug is already tracked.
5. If it is a new bug, click **Submit Item**



6. Complete the following fields:

- **Title** – a succinct descriptive title for the item – required.
- **Type** – required.
    - Bug – a broken element – in some cases this may need to be validated as a deliverable against the Functional Specification.
    - Variation – a work order, or a change to the site as described in the Functional Specification.
    - Task – a project related task.
    - Test case – a test for proving that a deliverable has been met.

- **Priority** – how important this item is – this will help the producer schedule the item into a release. Required. Note once an item has been scheduled it may be reprioritised within the release.
- **Description** – the full description of the item. Requried.
    - Bugs: how the bug was created and description of how the bug is apparent.
    - Variation: full description of the desired effect of the change to the site, including if possible all affected sections or components.
- **Component** – which named component of the site does the item affect or appear in? Optional. If in doubt leave blank.
- **Category** – what kind of work is involved – this is usually set by the producer. Optional. If in doubt leave blank.
- **Reference** – a reference to a numbered requirement or specification in the Functional Specification document. Optional. If in doubt leave blank.
- **Filepath / URL** – the address at which the change or problem occurs. Optional. Very helpful for understanding bugs.
- **Fix in release** – the release in which the work will be addressed – normally set by the producer. Optional. If in doubt leave blank.
- **Assign to** – you should either assign to none or the your producer. Optional. If in doubt leave blank.
- **Need date** – the date you need to work completed by. Optional. If in doubt leave blank. Your producer will respond with a commit date.

7. Click **Submit**

What happens next

8. The producer reviews the item and responds with:
9. A request for more information. Your producer may contact you by email or phone asking for further details and screenshots. Please supply all requested additional information as soon as possible.
10. A costing if the item is new work, or if the item is a bug out of warranty or out of original scope. For more information on Variations please review the Massive Project Methodology.
11. The item once approved for work is assigned to a resource and a release.
12. Once the resource has completed the item it is marked as resolved in the tracker.
13. The producer reviews and tests resolved items, and closes them if they are finalised.
14. Once the work is completed it will be scheduled for release.

9.2.2 Glossary

Component

Your site will be made up of a number of customised elements. These elements are listed on an as-need basis in the tracker as components. A component may be general or specific – eg a particular page, or a whole section.

Release

Releases are used to prioritise, schedule and group related changes and fixes in the site.

Release numbering consists of 3 numbers separated by dots.

The first number corresponds to the phase of the project. The second is a major release of deliverables. The third number is a subset micro-release of deliverables.

0.x.x is a pre-release of the site, usually on Massive's development environment.

1.x.x is the phase one release of the site.

2.x.x is the phase two release of the site. In phase one this is used as a place to put good ideas or out-of-scope work from phase one.